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Ontario Ministry of Education

Correspondence
Courses

1975

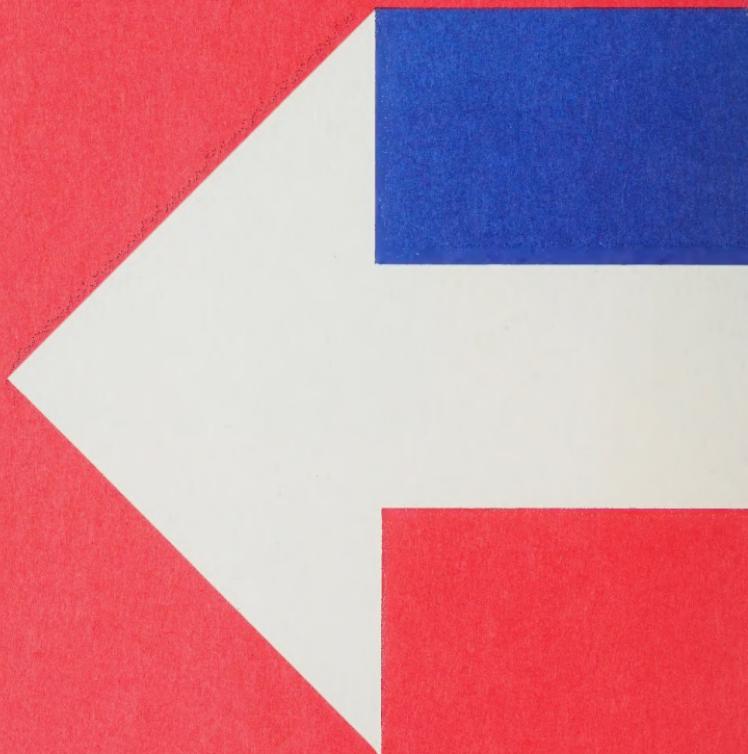
Government
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1976



Ministry
of
Education

Thomas L. Wells
Minister



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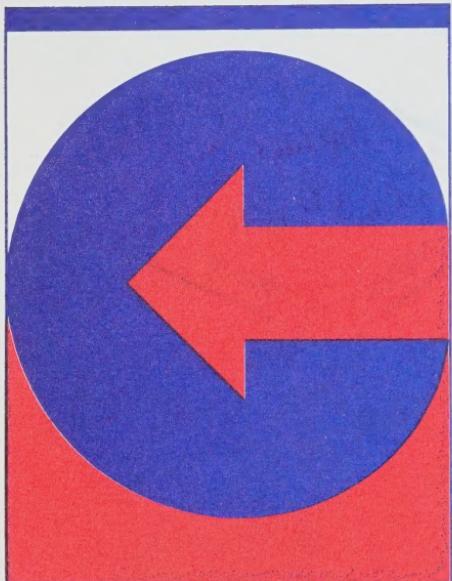
**Correspondence
Courses
1975-76**

Government
Publications

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Toronto, Ontario M4W 3G2
Telephone: 965-2657



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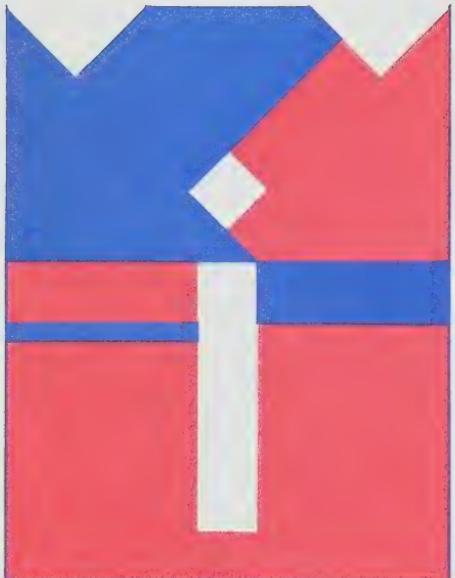
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Introduction



The Ministry of Education is the major agency through which the Government of Ontario discharges its constitutional responsibilities with regard to the general education of the people of Ontario. The Ministry fosters a wide range of opportunities in order to enable all individuals, whether of school age or beyond, in school or out of school, to experience a worthwhile education and to have access to further educational experience consistent with their needs and the needs of society.

One of the educational opportunities the Ministry offers to residents of Ontario is its program of elementary school and secondary school correspondence courses. A large number of adult and school-age students, with varying backgrounds and objectives, benefit from this opportunity: mature students who wish to further their education, complete secondary school, gain admission to university, college, or training courses, or earn promotion in their employment; persons who wish to study, for personal satisfaction, subjects related to their interests, hobbies, or employment; Senior Division public secondary school students who wish to supplement their school programs; students temporarily absent from the province who wish to maintain continuity in their education; students who are unable to attend school for medical reasons or because of distance from school.

This calendar is designed as an information publication for prospective students of the Ministry of Education's Correspondence Courses Services. Further information may be obtained from the Correspondence Courses Services, 909 Yonge Street, Toronto, Ontario M4W 3G2.

Education par correspondance

La Section de l'enseignement par correspondance offre aux Franco-Ontariens un programme de cours aux niveaux élémentaire (voir page 56) et secondaire (voir page 24) en français.

Pour obtenir tous renseignements supplémentaires, il convient de s'adresser à:

La Section de l'enseignement par correspondance
909, rue Yonge
Toronto, Ontario M4G 3G2

Education by Correspondence

In Ontario, education by correspondence is available as an extension of the regular school program. The independence and individuality it allows with respect to course selection and program planning, the flexibility it affords with respect to starting and completion dates, and the freedom it offers with respect to time and place of study make study by correspondence appropriate for thousands who, for a variety of reasons, seek further education.

The Correspondence Courses Services offers a wide range of services and materials to help the student benefit from the advantages of study by correspondence. These services and materials are available to the student of Correspondence Courses free of charge.

Counselling Service

A counselling service is available to assist applicants and enrolled students in course selection and program planning, to answer questions about requirements for course completion and for diplomas, and to provide consultation on other matters related to the student's program of study. Students are invited to seek assistance by telephoning, writing, or visiting the Correspondence Courses Student Services personnel.

Lesson Materials

A correspondence course consists of lessons, each of which includes instruction and guidance on learning activities and requires the submission of an assignment. The courses observe Ministry of Education policies affecting curriculum in elementary and secondary school.

Texts and Supplies

The materials provided include: textbooks (except those for secondary school Year 5 courses), art supplies, science equipment, geological samples, drafting instruments, mathematical instructions, shorthand records, language records, maps, historical pamphlets and documents, books for extra reading, assignment paper, and envelopes.

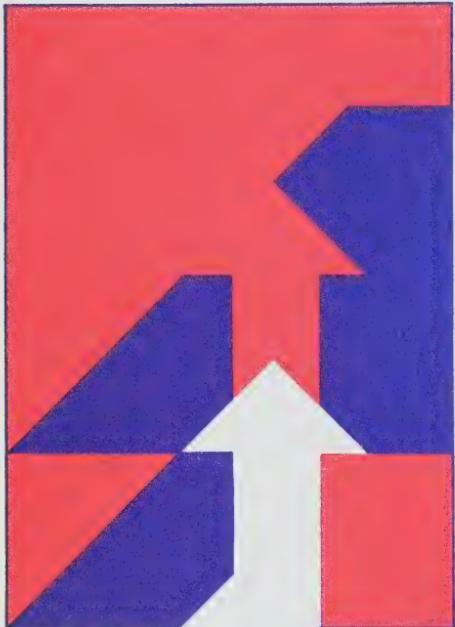
Marking and Evaluation

A large part of learning by correspondence is achieved through the use of instructional materials. A further service is provided in the evaluation of student assignments by Correspondence Courses associate teachers. The teachers provide helpful comments and useful criticism of the student's work and give assistance in solving problems encountered.

Certification

Upon completion of a course or a program of study, the student is granted the appropriate certificate. When a student has completed the requirements for the Ontario Secondary School Graduation Diploma or the Secondary School Honour Graduation Diploma through correspondence courses, the diploma is granted on the recommendation of the Chief Education Officer. All the certificates and diplomas have the same validity as the certificates and diplomas issued by Ontario elementary and secondary schools.

Programs and Admission Requirements



Adults

Correspondence courses are available to an adult Ontario resident who is not enrolled in public secondary-school day classes.

The prospective student is afforded flexibility in course selection. Each student's program is based on the individual's objectives, capabilities, and interests. An applicant who can devote only part of his or her time to correspondence course studies or an applicant who has not been involved in an educational program for some time will be enrolled in one or two courses at the time of initial registration.

Enrolment in additional courses may be requested by the student whose educational objective, available time, and progress in correspondence course studies make such enrolment advisable.

An adult who seeks enrolment should study the material in this calendar, complete Application Form C, and bring it or mail it to the Correspondence Courses office. Those who make application within three months of leaving school are eligible for enrolment if the school program has been completed or if the school principal recommends immediate enrolment.

Children

Correspondence courses are available to an Ontario resident of compulsory school age who is legally excused from school. The reasons most frequently given for seeking enrolment are illness and distance from school.

The student's course selection will be based on individual needs and interests. A student may be enrolled in as many courses as would be taken in a regular school program.

The parent or guardian of a child may request the child's enrolment in secondary school courses by completing Form C and submitting it to the Correspondence Courses office with evidence of the child's legal absence from school.

A parent or guardian of a child seeking the child's enrolment in elementary school courses should study page 54 of this calendar and complete Application Form A.

Ontario Residents Temporarily Absent from the Province

Correspondence courses may be available to an adult who normally resides in Ontario and will be temporarily absent from the province (for a period not longer than three years). Correspondence courses may be available to a child of compulsory school age who will be temporarily absent from Canada.

The student's course selection will be based on individual needs and interests. An applicant who will be leaving Canada must provide the name and address of an Ontario resident who will act as liaison and assume responsibility for forwarding books, lessons, and marked assignments. All material for the student will be sent to this person, who will be required to redirect the material to the student's foreign address. (This will entail rewrapping the material, printing the student's foreign address on the parcel, completing a customs declaration form, and paying whatever postage is needed. The sender's return address should be on the package.) Members of the Canadian Forces enrolled in correspondence courses while on duty abroad may arrange to have their lessons and textbooks forwarded from a Canadian Forces post office in Canada.

A person who seeks enrolment in secondary school courses should study this calendar, complete Application Form F, and submit it to the Correspondence Courses office. A parent or guardian of a child seeking the child's enrolment should study page 55 of the calendar and complete Application Form A. If possible, applicants should visit the Correspondence Courses office before leaving the country in order to discuss their program with Correspondence Courses staff members and obtain the appropriate lessons and textbooks.

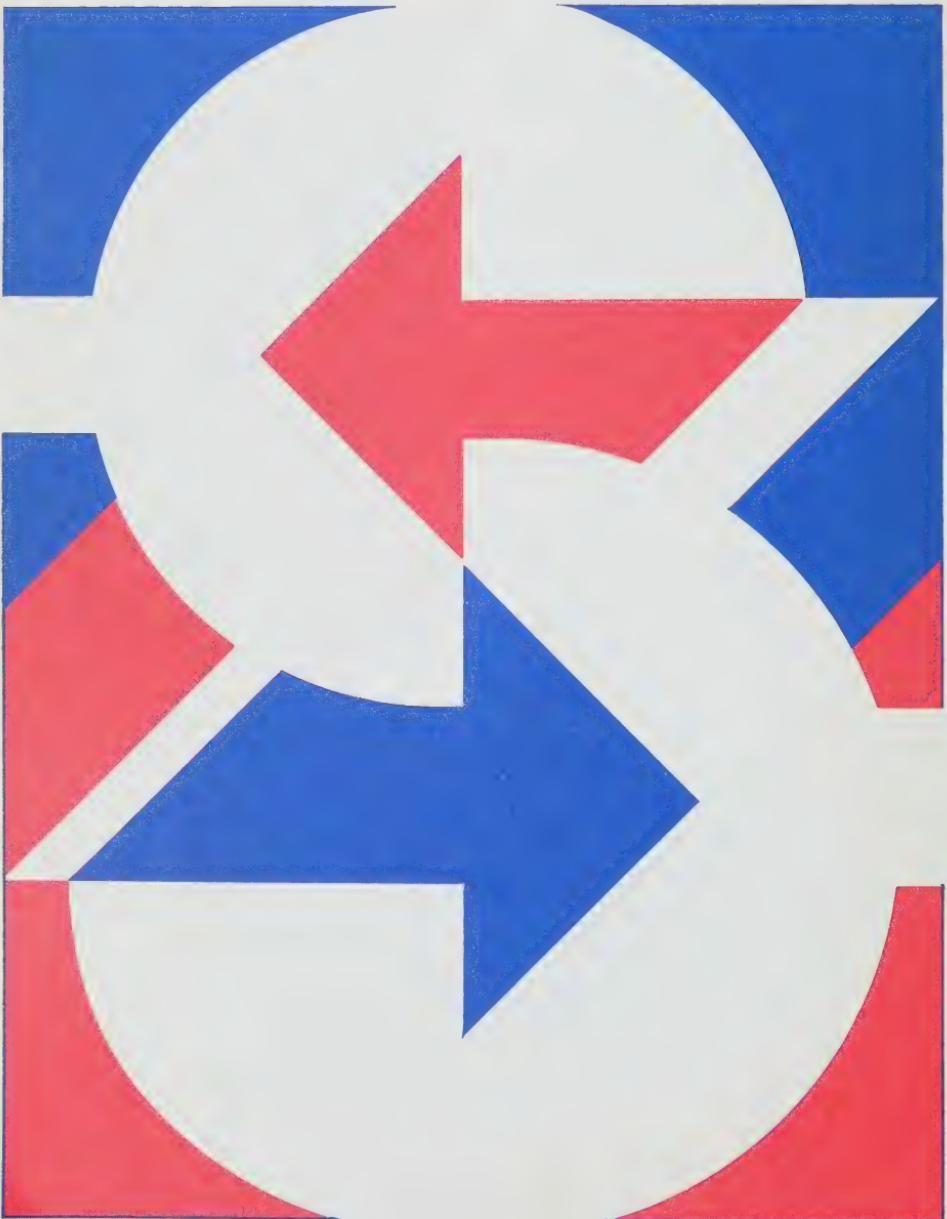
Senior Division Day-School Students

Correspondence courses may be available to a student registered in day classes in the Senior Division of a public secondary school, on the recommendation of the principal of the school.

Such a student may be enrolled in a correspondence course that is not available to the student at the school. Before recommending a student's enrolment, the principal is requested to exercise professional judgement in considering the student's educational objectives, maturity, motivation, and available time.

A person who seeks enrolment in this program should use Application Form S, copies of which are available in the secondary schools. The completed Application Form S is to be submitted by the principal to the Chief Education Officer, Correspondence Courses Services, for his approval.

Secondary School Courses



Information for Enrolled Students

Provision of Materials

When an application has been approved, the student is enrolled and provided with an initial set of lessons, textbooks, and other materials. (Year 5 students are to obtain their own textbooks.) Further lessons and materials are supplied when the evaluated assignments are returned to the student. Other materials are provided as they are needed and requested. Textbooks and certain materials are provided on loan to students for their use while they are studying a course and are to be returned.

Submission and Evaluation of Assignments

The success of studies conducted by correspondence depends on the careful study of lesson materials, the regular completion and submission of assignments, and the constructive use of teachers' comments and suggestions.

Since students may begin courses at any time of the year and may complete assignments at their own pace, each student should prepare a timetable for completing and submitting assignments.

As soon as the assignments for a lesson have been completed, the student should mail them to the Correspondence Courses office and proceed with the next lesson without waiting for the return of evaluated assignments. Students are assigned to a Correspondence Courses associate teacher for each course in which they are enrolled. The associate teachers are secondary school teachers located in communities across the province. They evaluate the work that students submit, give assistance in areas in which students experience difficulty, and provide counselling based on apparent or expressed needs.

Achieving Credit

A student earns credit for a Year 1 or Year 2 course by completing lesson assignments. The final mark is based on the assignments; there are no tests for these courses.

A student earns credit for a Year 3, Year 4, or Year 5 course by completing lesson assignments and writing a final test. The final mark is based on both the assignments and the test. Students who for medical or other justifiable reasons believe they qualify for standing without writing the final test should write to the registrar giving evidence in support of their request for consideration.

The final test is supervised by a Correspondence Courses supervisor who lives in the student's locality. On request, arrangements can be made for writing final tests at the Correspondence Courses office. A student living outside Ontario is asked to nominate a professional person as supervisor and submit the name to the Correspondence Courses office for approval.

Continuity of Studies

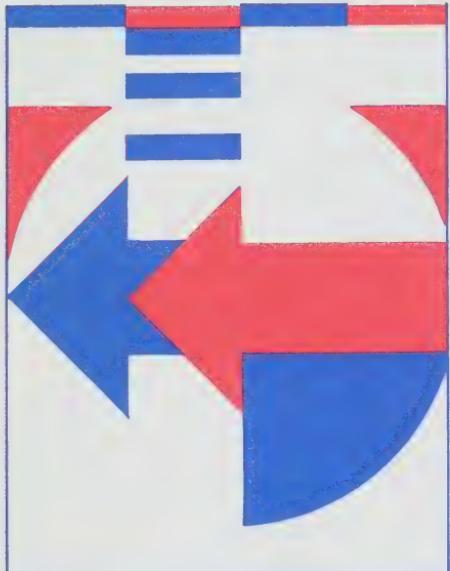
While regular submission of assignments is desirable, the flexibility of correspondence courses study makes it possible for a student to interrupt studies, if necessary, without losing value for the work that has already been completed and to resume studies at the point where they were interrupted.

Post-secondary Objectives

A student whose objective is to gain admission to an institution of post-secondary education should consult the appropriate officials to find out what standing or diploma is required, what particular subjects are obligatory, and what special provisions exist for the admission of mature students.

Horizons, an annual publication of the Ministry of Colleges and Universities, is a guide to educational opportunities in Ontario beyond the secondary school level. A copy in English or French may be obtained from the Information Branch, Ministry of Colleges and Universities, 6th Floor, Mowat Block, Queen's Park, Toronto M7A 2B5.

Certificates and Diplomas



Certificates

A certificate is issued to a student upon successful completion of a correspondence course. The student's final mark and the credit value of the course are given on the certificate.

Secondary School Graduation Diploma

The path leading to the attainment of the Secondary School Graduation Diploma is as individual as the student who follows it. A student may obtain the requirements for the diploma by accumulating Ontario secondary school credits earned through Ministry of Education correspondence courses, in an Ontario secondary school (day or evening program), and/or in an inspected Ontario private school.

A student who is at least eighteen years of age and who has withdrawn from school for a period of at least one year may be granted credit allowances for maturity and length of time out of school, for the successful completion of equivalent courses that are not normally identified as secondary school courses, and for the successful completion of each period of an apprenticeship training program.

A Correspondence Courses student may inquire about requirements for obtaining a Secondary School Graduation Diploma by submitting official records and relevant information to the Registrar of Correspondence Courses. An assessment may be deferred until the student has made progress in correspondence courses study.

Secondary School Honour Graduation Diploma

Completion of the requirements

for the Secondary School Honour Graduation Diploma is achieved through the accumulation of six Ontario secondary school Year 5 credits earned through Ontario Ministry of Education correspondence courses and/or Year 5 studies in an Ontario secondary school or an inspected private school.

Statement of Achievement

The Registrar of Correspondence Courses will issue on the request of a student a statement of achievement indicating the courses completed and the credit value of these courses. Information regarding the student's progress in other courses will be included if requested.

Courses Available

Course Codes

Each secondary school correspondence course is identified by a code that consists of one or two letters followed by three numerals. The letters represent the name of the course subject. The first numeral (1, 2, 3, 4, or 5) represents the secondary school year in which the course is customarily taken. The last two numerals serve to distinguish between different courses offered in the same subject in the same year. Most correspondence courses have a value of one credit; courses having a value of one-half credit are indicated with a code number ending in x. The following are examples of course codes:

E111 refers to a *one credit, Year 1* secondary school *English* course.

P300 and P301 refer to different *one credit, Year 3* secondary school *Physics* courses.

A401x refers to a *one-half credit, Year 4* secondary school *Visual Arts* course.

List of Courses

Business and Commerce

- Typewriting I TY102
- Typewriting II TY200
- Office Procedures I OP300
- Office Procedures II OP400
- Computer Fundamentals CF300
- Accounting I AC303
- Accounting II AC403
- Accountancy Practice AC503
- Pitman Shorthand I SH300
- Pitman Shorthand II SH400
- Marketing MK300
- Marketing MK400
- Business Organization and Management BO300
- Law LW402
- Business Practice BP100

English

- English E160
- English E111
- English E211
- English E311
- English E421
- English E521
- English E522
- Canadian Studies
- English E302x
- Readings in Archaeology
- English E304x
- Readings in Ecology
- English E306x
- Readings in Science Fiction
- English E308x
- Grammar
- English E402x
- Readings in Wilderness
- English E404x
- Readings in Flight

English E406x	History and Social Sciences
Perspectives of Prose	
English E408x	History H200
Creative Writing	History H201
	History H203x
	History H205x
	World Politics WP300
	History H301
	History H305
	Economics EN400
	Man in Society MS400
	History H401
	Economics EN501
	History H501
	Latin and Classical Studies
	Latin L201
	Latin L301
	Classical Studies L312x
	Latin L401
	Latin L521
	Latin L522
	Mathematics
	Series A
Geography G101	Mathematics M111x
Geography G201	Mathematics M101
Geography G300	Mathematics M201
Geography G301	Mathematics M303
Geography G311x	Mathematics M403
Fundamentals of Physical Geography	Mathematics M511
Geography G400	Mathematics of Investment
Geography G401	Mathematics M521
Urban Studies G403	Relations and Functions
Geography G503	Mathematics M522 Calculus
	Mathematics M533 Algebra

Series B	Technical Subjects
Mathematics M100	Carpentry CY300
Mathematics M200	Drafting D100 Basic Drafting I
Mathematics M300	Drafting D200x Basic Drafting II
Mathematics M400	Drafting D300x Standard Drafting Practice
Mathematics M411x	Drafting D302x Introduction to Mechanical Drafting
Introduction to Statistics	Drafting D304x Introduction to Architectural Drafting
Mathematics M511	Drafting D308x Introduction to Blueprint Reading
Mathematics of Investment	Drafting D318x Intermediate Blueprint Reading
Mathematics M522 Calculus	
Series C	Visual Arts
Mathematics M160 Basic Arithmetic	Art A200 Beginning in Art
Mathematics M220x	Theatre Arts TA300 The Performing Art
Consumer Computations	Art A301 Through Artists' Eyes
Mathematics M222x	Art A302x Prints Without a Press
Consumer Computations	Art A303x Art to 1500
Mathematics M320x	Commercial Art CA400x Art for Commerce and Industry
Investment Computations	Film Arts FA400x The Camera's Eye
Mathematics M420x	Art A401x Composing Your Art
Investment Computations	Art A402x Style in Art
Science	Art A403x Great European Art
Science SC101	Art A501 The Artist's Study
Science SC201	
Science SC203	
Geology GL300	
Physics P300	
Physics P301	
Physics P501	
Chemistry C400	
Chemistry C401	
Chemistry C501	
Biology BY400	
Biology BY501	

Course Descriptions



Business and Commerce



The following 20-lesson courses are offered. Each has a value of one credit.

Typewriting I
TY102

**Business
Practice**
BP100

Typewriting II
TY200

**Office
Procedures I**
OP300

Accounting I
AC303

**Pitman
Shorthand I**
SH300

Marketing
MK300

**Business
Organization
and Management**
BO300

**Computer
Fundamentals**
CF300

**Office
Procedures II**
OP400

Accounting II
AC403

Pitman
Shorthand II
SH400

Marketing
MK400

Law
LW402

Accountancy
Practice
AC503

Typewriting I TY102

This introductory course provides a student with sufficient background in typing for personal use, together with a sound foundation for further development of the skill. (The student must provide the typewriter.) The development of correct techniques for touch-typing is stressed throughout the course. The topics covered include the set-up and placement of material, composing at the typewriter, simple tabulation, personal letters, and basic business letters.

Typewriting II TY200

This course is designed to develop and expand the skills begun in Typewriting I TY102. (The student must provide the typewriter.) It reviews the basic skills and includes advanced tabulation, business letters, business forms, and duplicating methods. There is considerable practice in composing at the typewriter and sustained copy typing. A student who requests enrolment in this course should have completed Typewriting I or the equivalent.

Office Procedures I OP300

This course covers basic office procedures and helps the student to improve his typing skill. (The student must provide the typewriter.) The topics include data processing methods, principles of filing, transportation services, postal facilities, legal forms, duplicating equipment, and financial statements. A student who requests enrolment in this course should have completed

Typewriting I and Typewriting II or personal and basic business typing courses or the equivalent.

Office Procedures II OP400

This course provides further development of typing skills and additional information on modern office procedures. (The student must provide the typewriter.) It deals with secretarial techniques, business equipment, legal forms and documents, manuscripts, itineraries, and filing systems. A student who requests enrolment in this course should have completed Office Procedures I or the equivalent.

Accounting I AC303

This beginner's course in accounting introduces the basic principles, concepts, and procedures of accounting and bookkeeping. Topics include: the journal, the ledger, the profit and loss statement, the balance sheet, the synoptic journal, and special transactions. In addition to these principles, the basic use of flow charts with special application to business systems and procedures is taught.

Accounting II AC403

A continuation of AC303, this course is designed to expand the student's knowledge of accounting as applied to special journals, bank reconciliation, payroll, adjustments, classified statements, voucher systems, partnerships, and corporations. A student who completes it should be able to maintain a set of books for a small business or fill a junior accountant's position.

Accountancy Practice AC503

This course teaches Canadian accounting practices. It begins with a study of some of the fundamental bookkeeping

principles and develops into a detailed study of accounting procedures for a proprietorship, a partnership, and a limited company. Specialized procedures, such as the handling of manufacturing or departmental accounts, are studied. Considerable emphasis is placed on the theory behind accounting systems and on the accountant's use of the data supplied by each system. The course does not prepare a person to be a professional accountant; for that objective, study with a professional accounting society is required.

The text is:

Leonard, W. G., and Beard, F. N. *Canadian Accounting Practice*. 2nd ed. Toronto: McGraw-Hill Ryerson, 1963.

Pitman Shorthand I SH300

This introductory course in Pitman Shorthand covers the work in the *New Basic Course in Pitman Shorthand*, with additional transcription material supplied in the lessons. Controlled dictation is provided by means of records. (The student must obtain a record player capable of playing the 45 r.p.m. records that are supplied, and provide a typewriter.) As stenographic work requires a good background in English and typing, a student should have completed several courses in English and at least an introductory typing course before requesting enrolment. Completion of this course provides a sound foundation for Shorthand II SH400.

Pitman Shorthand II SH400

This advanced course in Pitman shorthand is primarily a dictation and transcription course, designed to increase a student's speed in taking dictation and in producing an accurate and attractive transcript at the typewriter. The text is *Pitman Shorthand Dictation and Transcription*, which places increased emphasis on phrasing and expansion of vocabulary. Controlled dictation is provided by means of records. (The student must obtain a record player capable of playing both 45 and 33½ r.p.m. records, and provide a typewriter.) The background for this course is provided by Typewriting II TY200 and Shorthand I SH300 or equivalent courses.

Marketing MK300

Written with the consumer's point of view in mind, this course gives the student an understanding of the various aspects of marketing, with emphasis on retail merchandising. It begins with an examination of retailing in general and then looks at different types of retail operations, including the department store and discount store. The mechanics and complexities of establishing and operating a retail store are outlined under such topics as: types of ownership, selection of location, selection of equipment, merchandise purchasing, and pricing policies. The course concludes with a brief study of salesmanship. After completing the course, the student should have a better understanding of retailing and be a more careful shopper.

Marketing MK400

The principles of sales promotion and advertising will be studied in detail. The course covers such topics as: market research, consumer demands, advertising media, trademarks, packaging, and sales promotion. After completing this course, the student should be better able to recognize excellence in marketing.

Business Practice BP100

The object of this course is to give the student some basic knowledge of modern business practices so that he may carry out common business transactions. It is an elementary course dealing with business procedures as they apply to a student's personal, social, and business life.

Business Organization and Management BO300

This course explores the world of business. It examines the way in which businesses are owned, organized, and managed. The different forms of business ownership are studied, with emphasis on the corporate form and an examination of the problems of large corporations. The effects on business of the activities of the three levels of government are examined. The second half of the course involves a specific study of business operations, including preparations for production and the complexities of the actual production process. The departments of a large business, such as the finance department and the personnel department, are discussed. (The course is not intended to qualify the student as a business administrator or manager; it is designed to develop an understanding of the complexities of the business world.)

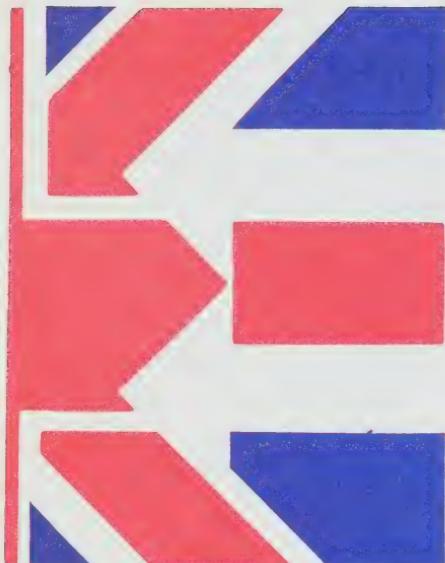
Computer Fundamentals CF300

By explaining automatic and electronic data processing theories and procedures in layman's language, this course aims to dispel some of the mystique that is traditionally associated with computers. The course covers such topics as the punched card, the binary system, computer storage, flowcharting, machine language, data recording media, and computer concepts, and includes an introduction to logic. Upon completion, the student will have a basic understanding of how a computer works and how a computer program is made.

Law LW402

Canadian law as it applies to ordinary business and private affairs is the subject of this introductory course. The student gains some knowledge of legal rights and obligations and learns to recognize situations that require professional legal advice. The course does not prepare the student to handle legal affairs. It begins with a brief consideration of the origins of law, classes of law, and the administration of law, then proceeds to a more detailed study of family law, criminal law, the laws of contracts, negotiable instruments, employment, and sales.

English



The following 20-lesson courses are offered:

English E160
English E111
English E211
English E311
English E421
English E521
English E522

The following ten-lesson, Year 3 and Year 4 courses are offered:

English E302x
Readings in Archaeology

English E304x
Readings in Ecology

English E306x
Readings in Science Fiction

English E308x Grammar

English E402x
Readings in Wilderness

English E404x
Readings in Flight

English E406x
Perspectives of Prose

English E408x Creative Writing

A mature student who has been active in the business world or has read widely should be capable of working successfully in a Year 3 course in English. Even if the student has done no formal work in Year 1 or Year 2 English in secondary school, enrolment in English E311 or in any of the ten-lesson courses may be requested.

English E160

This course includes assignments in grammar that are specifically designed to help prepare the student for secondary school English. Recognition of parts of speech and their correct use, practice in spelling, and experience in understanding literature are among the topics covered. Students are provided with such aids as a dictionary and language workbooks. The student's appreciation of literature is developed and enhanced through reading and discussion of various literary forms.

English E111

A selection of short stories, chosen for their interest as well as literary merit, and two thought-provoking novels, one of them a science fiction work, form the greater part of the prose reading for this course. Plays and poems make up the remainder of the literature selections. Creative writing assignments, intended to stimulate and improve the student's ability to communicate, as well as a review of language fundamentals are included. The course lays a foundation for high school English.

English E211

Writers employ a number of long-established forms to present their ideas. Well-known to every student are such literary forms as the novel, the short story, the play, and poetry. Examples of each are presented and explored in this course which includes writings by Nevil Shute, John Wyndham, and Kenneth Bagnell. The course also examines the mechanics of effective writing and includes assignments that develop the student's skills in this area.

English E311

Enjoyment is stressed in this varied English program. An exploration of the world of mass media demonstrates the importance of print, radio, film, and television. Students have an opportunity to express their own ideas in the lively discussion

based on the contemporary novel *To Kill a Mockingbird*. In addition to a brief look at the theatre in Canada, the drama section offers a choice of either a group of short recent plays or a modern approach to *Romeo and Juliet*. Practice in writing effective social and business letters as well as experience in developing creative writing skills is good preparation for the business world or further education.

English E421

The reading in this course is varied: short stories and essays, short and longer poems, one-act and full-length plays, the short and the full-length novel. Among the works for study are such well-known titles as *Miss Julie* (Strindberg), *The Pearl* (Steinbeck), *Macbeth* (Shakespeare), *Death of a Salesman* (Arthur Miller) — the last two offered as alternatives — and *Sons and Lovers* (D. H. Lawrence). Many of the lessons allow for student choices. The course encourages students to read, think, and write with literary insight. English E421 will serve both the student who wishes to end formal studies in English at Year 4 and the student whose objective is to prepare for more advanced work in the subject.

English E521

Here is an updated and valuable course for any student in Year 5. A comparative study of fine literature gives students an opportunity to evaluate and compare, to express their ideas, and develop

their writing skills. For additional enjoyment in reading, copies of contemporary novels are available.

The texts are:

Charlesworth, R., and Lee, D., eds. *Anthology of Verse*. Toronto: Oxford University Press, 1964.

Ford, M. *Techniques of Good Writing*. Toronto: The Book Society of Canada, 1961.

Giraudoux, J. *The Madwoman of Chaillot*. Toronto: McGraw-Hill Ryerson, 1969.

Hemingway, E. *A Farewell to Arms*. New York: Charles Scribner and Sons, 1957.

Shakespeare, W. *Hamlet*. Falcon edition. Toronto: Longman Canada, 1963.

English E522 Canadian Studies

What is a Canadian? What do we think of our country? What is it like to be born in this land or come to it as a New Canadian? Callaghan, Atwood, Roy, and Richler are among the authors who bring wit and insight to the Canadian experience. The student will also meet a host of other Canadian writers in this course designed for the reader who wants to know more about this country's literary heritage.

Basic texts for the course are:

Mandel, Eli. *Poets of Contemporary Canada*. Toronto: McClelland & Stewart, 1972.

Mickleburgh, Brita. *Canadian Literature*. Toronto: McClelland & Stewart, 1973.

English E302x

Readings in Archaeology

This course consists of readings, in prose and poetry, on the theme of archaeology. The course is recommended for students who have a particular interest in past civilizations and archaeological discoveries. Three main civilizations are examined: The Minoan Crete, the Mayan, and the Viking. The course includes assignments designed to develop the student's writing skills.

English E304x

Readings in Ecology

Our vital need to live in harmony with our environment is the theme of this course of readings on overpopulation, pollution, and the wastage of our natural resources. The student develops writing skills through assignments that encourage him to express his opinions on these vital issues.

English E306x

Readings in Science Fiction

This ten-lesson course explores some of the ways in which well-known twentieth-century writers have imagined the future. The absorbing variety of short stories and novels selected take an imaginative look at our future on earth and in the vast reaches of space. Included in the program of study are such classics as *Brave New World* and *2001: A Space Odyssey*. Each lesson of the course provides the student with experience in developing critical and creative potential as a writer.

English E308x Grammar

This course will be useful to students who want to "brush up" their grammar. Acceptable forms and appropriate levels of usage in business and in more general situations are examined and the reasoning behind them explored. The emphasis of the approach is constructive rather than corrective.

English 402x Readings in Wilderness

Is our wilderness truly a dwindling heritage? If so, why is it being diminished, and by whom? Should we try to save it? How? Some of the answers that men and women of various times and places have suggested to these vital questions are presented in this course of prose and poetry readings. Assignments encourage the student to develop powers of self-expression. Recently published books and articles update the course and stimulate the student to form and express ideas on this vital topic.

English 404x Readings in Flight

From Leonardo Da Vinci's Flying Machine (1452) to the moonwalk, this ten-lesson course chronicles the adventurous story of flight. First-person accounts by early flyers and illustrations of aircraft supplement the exciting novels in the course. The readings serve as a stimulus to the development of writing skills.

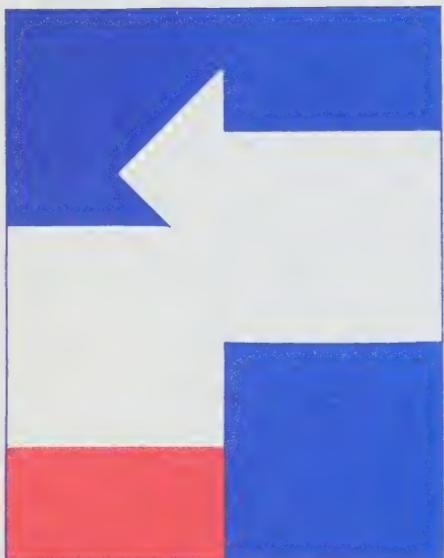
English 406x Perspectives of Prose

This ten-lesson course examines the perspectives from which some of the outstanding spokesmen of our time view the contemporary world in essays, radio talks, newspaper columns, and literary studies. Northrop Frye, Robert Graves, E. M. Forster, Arnold Toynbee, Joseph Wood Krutch, Archibald MacLeish, and John Ciardi are among the scholars and writers whose works are considered. The course gives students perspective as they consider the skills of the writer's art and learn to read with understanding and relish. The lessons are challenging and develop an awareness of the creative give-and-take process between writer and reader.

English E408x Creative Writing

Students with an urge to write or with an interest in improving their writing will find the models and assignments in this course helpful. While the course has been structured to meet several kinds of writing needs and to develop certain writing skills, the creative assignment in each lesson gives the student an opportunity for undirected, personal expression. The reading selections are intended to increase appreciation of various writing styles and techniques and to extend reading interests.

Français



Les cours de français destinés aux élèves francophones comprennent vingt leçons chacun et correspondent aux cours du programme avancé.

Le programme d'études comprend les cours suivants :

Français f151
Français f251
Français f351
Français f451
Français f561

Français f151

Ce cours s'adresse aux élèves qui ont complété le programme de la huitième année du cours élémentaire en langue française, ou l'équivalent. Chacune des vingt leçons de ce cours se développe autour d'un thème; la composition et la grammaire s'y rapportent directement. La partie littérature permettra aux élèves de prendre connaissance des grands auteurs des littératures française et canadienne-française. Le programme d'études inclut les ouvrages suivants : *Lettres de mon moulin* (Daudet), *Le Lion* (Kessel), *Le Voyage de M. Perrichon* (Labiche). Ce cours donne aux élèves la préparation nécessaire au cours de Français f251. Les élèves de langue anglaise qui lisent, écrivent et parlent couramment le français au niveau de la huitième année peuvent s'inscrire à ce cours s'ils le désirent.

Français f251

Ce cours s'adresse aux élèves qui ont complété le cours de Français f151 ou l'équivalent. Outre l'étude de nombreux morceaux choisis de prose et de poésie française et canadienne-française, le programme d'études inclut les ouvrages suivants : *Maria Chapdelaine* (Hémon), *Contes du lundi* (Daudet), *Il ne faut jurer de rien* (Musset). Ce cours donne aux élèves la préparation nécessaire au cours de Français f351.

Français f351

Ce cours s'adresse aux élèves qui ont complété le cours de Français f251 ou l'équivalent. Outre l'étude de nombreux morceaux choisis de prose et de poésie française et canadienne-française, le programme d'études inclut les ouvrages suivants : *L'Avare* (Molière), *Le Grand Meaulnes* (Fournier), *Zone* (Dubé). Ce cours donne aux élèves la préparation nécessaire au cours de Français f451.

Français f451

Ce cours s'adresse aux élèves qui ont complété le cours de Français f351 ou l'équivalent. Chaque leçon de ce cours comprend deux parties : A Etude de textes; B—Etude de la langue et de ses éléments. Outre l'étude de nombreux morceaux choisis de prose et de poésie française et canadienne-française, le programme d'études inclut les ouvrages suivants : *Le Cid* (Corneille), *Cyrano de Bergerac* (Rostand), *Vol de nuit* (Saint-Exupéry). Ce cours donne aux élèves la préparation nécessaire au cours de Français f561.

Français f561

Ce cours s'adresse aux élèves qui ont complété le cours de Français f451 ou l'équivalent. Le programme offre l'étude d'ouvrages classiques et modernes, comprenant des pièces de théâtre : *Andromaque* (Racine), *Topaze* (Pagnol); des romans : *Les Saints vont en enfer* (Cesbron); *Rue Deschambault* (Gabrielle Roy); des morceaux

choisis de prose et de poésie. La partie *Etude de la langue* comprend l'étude de la syntaxe et quelques notions de phonétiques. L'élève acquerra la maîtrise de la langue parlée et écrite comme instrument de communication, avantage appréciable tant au point de vue professionnel que culturel.

Les manuels à l'étude sont les suivants :

Andromaque (Racine), *Les Petits Classiques* Bordas : *Topaze* (Pagnol), *Livre de Poche* no 294; *Les Saints vont en enfer* (Cesbron), *Livre de Poche* no 2301-02; *Rue Deschambault* (Gabrielle Roy), édition ordinaire; *Le Plan*, *Livre de l'élève* (L. Geslin et J. M. Laurence); *Initiation à la phonétique* (R. Bergeron); *Précis de grammaire française* (Grévisse).

Vous trouverez sans doute les manuels mentionnés ci-dessus dans une librairie de votre localité. Cependant, au cas où vous auriez de la difficulté à vous les procurer, vous pouvez les obtenir en écrivant à l'adresse suivante : Le coin du livre, 263, rue Dalhousie, Ottawa, Ontario, K1N 7E3. Ayez soin de vous procurer les éditions indiquées ci-dessus afin de pouvoir vous reporter aux références mentionnées dans le cours.

French and German

These courses are designed principally for students whose first language is English and who wish to begin or continue their study of French as a second language.

The following 20-lesson courses are offered:

French F101

French F201

French F301

French F401

French F521

French F522

German GR501

The following ten-lesson course is offered:

French F111x

French F101

Students who have not learned French in the past will wish to begin their studies with French F101. From the very beginning of the course, the student will start to acquire such important language skills as reading, writing, and translating. Work with spoken French is conducted by means of phonograph records. At the conclusion of this course, the student will be prepared to begin French F201.

French F201

This course enables students who have completed French F101 or its equivalent to continue the development of their French-language skills. Records for help with the spoken language are supplied. Students are introduced to simple prose selections designed to increase their ability to read everyday French. This course prepares the student for French F301.

French F111x

Many adults who wish to begin French studies once again have completed at least two years of formal French study in secondary school. Although such students have often forgotten much grammar and vocabulary, they are able to recall the essentials through a short review. Thus, instead of working through the 40 lessons of French F101 and French F201, these students may take this ten-lesson refresher course. French F111x enables students to proceed to French F301 or to French F401 if they already have the equivalent of F301; it should be noted, however, that French F111x only covers the first two years of secondary school French and thus is not an adequate preparation for French F521 and French F522.

French F301

In French F301 students will continue to develop the language skills begun in earlier courses. An important feature of F301 is the introduction of more challenging readings in French prose. This intensive reading is important groundwork for acquiring the ability to read the various styles of French currently in use. As in the earlier correspondence courses, the student is lent phonograph records for practice with the spoken language. Students who wish to enrol in French F301 are expected to have completed French F201 or its equivalent.

French F401

The aim of French F401 is to continue the development of mature language skills begun in French F301. Along with grammar and translation studies, the student will read French texts designed to build vocabulary and to enhance both reading and writing ability. Practice in oral comprehension and spoken French is provided through a series of records supplied with the lessons. The student who enrols in French F401 is expected to have completed French F301 or its equivalent.

French F521

This senior French course combines reading (short stories and a modern play) and composition (grammar study and writing practice). As in earlier courses, oral practice and comprehension studies are conducted by means of phonograph records. Students are expected to have completed French F401 or its equivalent before they attempt French F521.

The texts are:

Gélinas, G. *Hier les enfants dansaient*. Ottawa: Editions Leméac, 1968.

Jeanneret, F. C. A.; Hislop, E. E.; and Lake, M. H. *Cours moyen de français*. Part II. Toronto: Clarke, Irwin & Co., 1968.

Maupassant, Guy de. *Contes choisis de Guy de Maupassant*. Toronto: Clarke, Irwin & Co., 1967.

French F522

French F522 should appeal especially to students who intend to continue their study of French beyond secondary school. Advanced grammar topics are included in the course, but the major emphasis is on developing a good writing style. The study of texts in French F522 provides guidance in the appreciation and critical study of French literature. Phonograph records are provided for practice with the spoken language. Students may study French F521 and French F522 concurrently but are expected to have completed French F401 or its equivalent before enrolling in French F522.

The texts are:

Carlut, C., and Meiden, W. *French for Oral and Written Review*. Toronto: Holt, Rinehart and Winston of Canada, 1968.

Molière, J.-B. *Le bourgeois gentilhomme*. Toronto: The Copp Clark Publishing Company, 1947.

_____. *Tartuffe*. Paris: Editions Bordas, 1969.

Roy, Gabrielle. *Rue Deschambault*. Montréal: Librairie Beauchemin, 1967.

German GR501

German GR501 is designed to present a balanced program for the development of language skills. The main stress of the course is on advanced grammar study and on reading and writing modern German. Reading materials focus on social and cultural topics relevant to post-war Germany. Students enrolling in German GR501 are expected to have completed a Year 4 secondary school German course or its equivalent.

The texts are:

Winkler, G., et al. *A-LM German*. Level Three. 2nd ed. Toronto: Longman Canada, 1971.

_____. *Student Exercise Book for A-LM German*. Level Three. 2nd ed. Toronto: Longman Canada, 1971.

Geography



The following 20-lesson courses are offered:

Geography G101
Geography G201
Geography G300
Geography G301
Geography G400
Geography G401
Urban Studies G403
Geography G503

The following ten-lesson Year 3 course is offered:

Geography G311x
Fundamentals of Physical Geography

A mature student may request enrolment in any of the Year 3 or Year 4 courses, even if no work has been done in Year 1 or Year 2 Geography.

Geography G101

This course is concerned with Australia and New Zealand, Antarctica, Africa, and the British Isles. Land forms, agriculture, vegetation, climate, manufacturing, and indigenous populations are all examined. A number of interesting case studies are introduced to add interest and relevance. The course provides a survey of contrasting modes of living and, where possible, these are compared with Canadian examples. The texts are *The Canadian Oxford School Atlas* and *Lands Overseas*.

Geography G201

This course examines the continents of Europe and Asia. Since the most important nation under study stretches across both continents, they are combined into the large area of Eurasia. Populations and topographies of certain European and Asiatic countries are examined separately. The course seeks to foster a sympathetic understanding of problems that may seem remote to most Canadians. The coloured maps and illustrations in the newly revised text, combined with the illustrative materials in the lessons, help to make this an interesting and up-to-date course. The texts are *The Canadian Oxford School Atlas* and *Through Europe and Asia (Revised)*.

Geography G300

In this course, North American regional studies emphasize the various geographic regions of Canada and their economic interdependence. However, the influence of geographic factors on the economic relationship of Canada and the United States forms an important part of the course content. In addition, regional and local topics such as land-use methods, forestry procedures, tourism, life in the Arctic, natural and human resources, and topographic maps are studied. The texts are *Lands of Change* and *The Canadian Oxford School Atlas*.

Geography G301

This course offers a contrast to the Geography courses with which most students are familiar in that it takes a systematic rather than a regional approach. The study of Geography is divided into two main areas: Physical and Human Geography. In the section on Physical Geography, considerable emphasis is placed on the basic skills of the geographer, including proficiency in reading and interpreting aerial photographs, topographic maps, weather maps, and charts. In the section on Human

Geography, examples of human adaptation to various environments are examined and contrasted. Specific problems of rural and urban development are also examined in this section of the course. The texts are *The Canadian Oxford School Atlas*, *Geographic Fundamentals*, and *Land, Climate and Man*.

Geography G311x Fundamentals of Physical Geography

This course is designed to provide geographic skills and knowledge necessary for more advanced Geography courses, including G503. Special attention is given to the reading and interpretation of topographic maps, aerial photographs, and weather maps. Terms used in geographic analysis are discussed and explained. Other topics included are: earth structure, rock structure, continental drift, land forms created by running water and by wind, elements of climate, climatic classification, natural vegetation, and soils. The texts are *Physical Geography* and *Every Square Inch*.

Geography G400

The prime concern of these environmental studies is the importance of the conservation of the natural resources of the world. The soils, vegetation, lakes, rivers, minerals, and industrial resources, as well as the precipitation and other climatic factors of various regions of the world, are studied as resources and examined in terms of their importance for the continuation of life. The methods whereby people can make wiser use and renew the resources of the environment are closely examined. Students

are required to do assignments with topographical and weather maps. The texts are *Landscapes of the World* and *The Canadian Oxford School Atlas*.

Geography G401

This is a Year 4 course and requires a knowledge of the fundamentals of both Physical and Human Geography. Selected areas in the United States, Europe, and Asia and related topographic maps and aerial photographs are examined. Problems such as political boundaries, overpopulation, and the relationship between the metropolis and its rural surroundings are studied within the context of the selected areas. The texts are *The Canadian Oxford School Atlas* and *Selected Studies in Regional Geography*.

Urban Studies G403

The causes and consequences of modern Canadian urban development as well as the nature of cities and towns in Ontario and Canada are the themes of this course. Urbanization, urban problems in large Canadian cities, pioneer settlements, small towns in Ontario, and an in-depth study of Toronto are among the topics covered. The student is given the opportunity to do optional research on the Mid-Canada Development Corridor or a study of the local community. The texts are *Urban Prospects*, *Patterns of Settlement in Southern Ontario*, and *Toronto: An Urban Study*.

Geography G503

Canada's geography is a dynamic one. In less than a generation Canada has been transformed from a country of farmers, miners, fishermen, and woodsmen to one where urbanization and industrializa-

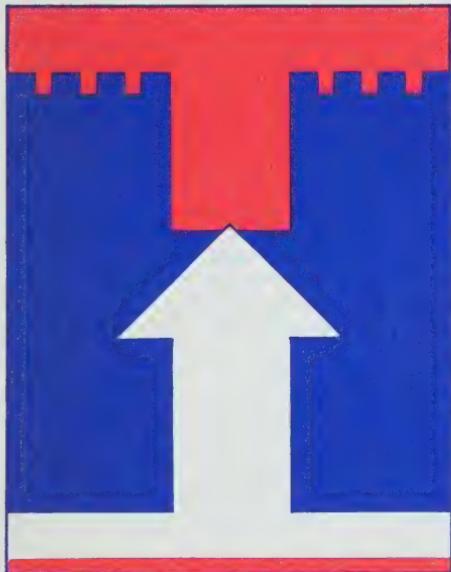
tion are key factors in the nation's economy and future prosperity. Yet Canada is a diverse nation with many different regions, each having its own distinctive characteristics and problems. This course aims to involve the student in a deeper understanding of Canada and its existence as a collection of regions that together make up a highly distinctive country. Students wishing to enrol in this course must have a good grounding in Physical and Human Geography, such as that provided in G311x. Resources for study include a recent text, a book of readings, and numerous up-to-date references, together with air photographs and topographic maps.

The texts are:

Putnam, D. F., and Putnam, R. G. *Canada: A Regional Analysis*. Toronto: J. M. Dent and Sons, 1970.

Irving, R. M. *Readings in Canadian Geography*. Rev. ed. Toronto: Holt, Rinehart and Winston, 1972.

History and Social Sciences



The following 20-lesson courses are offered:

History H200
History H201
World Politics WP300
History H301
History H305
Economics EN400
Man in Society MS400
History H401
Economics EN501
History H501

The following ten-lesson courses are offered:

History H203x
History H205x

Mature students may request enrolment in any of the Year 3 or 4 courses — History H301, History H305, History H401, World Politics WP300, Economics EN400, Man in Society MS400 — even if they have done no work in Year 1 or Year 2 History.

History H200

This survey of two centuries of Britain's history—from 1760 to the present—stresses several important themes: the rise and fall of Britain's empire, the Industrial Revolution and its far-reaching effects, the struggle for political and social rights, the role of the British people in two world wars, the rise of the Commonwealth, and Britain's technological development and problems. The content is similar to that of Year 1 History courses offered in many of the secondary schools of Ontario. The texts are *The British People, 1760-1902* and *Britain in the Modern World: The Twentieth Century*.

History H201

Canada in the twentieth century is the subject of this course. The major themes include Canada's economic development in the early 1900's, Canada's part in two world wars, the "roaring twenties", the Depression of the thirties, and major developments in Canada after 1945. Linked with these topics is an emphasis on Canada's relationship to Britain and the United States. The study concludes with a brief examination of some major aspects of Canadian government. *Decisive Decades* (revised) and *Canadian Democracy at Work* (revised) are the texts used.

World Politics WP300

This course discusses the organization of government; aspects of Nazism, communism, and democracy; the role of the individual in government; the "Third World"; the origins and impact of war; the meaning and growth of nationalism and internationalism, and implications for the future. Readings and illustrations are included in the lessons. The resource text is *Inside World Politics*.

History H203x

What are the key issues in Canada today? Foreign ownership? National unity? Unemployment? Immigration? How does one begin to understand such important issues? This course offers one approach. It focuses on one issue – Canadian national unity – in both its contemporary (FLQ crisis, 1970) and historical (the Riel Rebellions) contexts. The skills developed in analysing the issue of national unity should enable the student to examine other issues independently. There is no textbook with this course: the readings have been compiled from pamphlets, articles, and newspaper clippings.

History H205x

There is an old saying that "in life two things are certain: death and taxes." To this statement we could add a third certainty: government. Government influences all of us. But how much do you know about how Canada is governed?

This course examines the fundamentals of our federal system and provides a valuable base of information for understanding its operation. *Canadian Democracy at Work* is the basic textbook. Photographs and additional information supplement the text.

History H301

Modern civilization owes much to the ancient and medieval worlds. The themes covered in this study focus on the contributions that past civilizations have made to present ones, in particular to Western civilization. The first 10 lessons examine the ancient history of Greece and Rome; the last 10 lessons focus on some of the mainstreams of medieval history. Included in the medieval section are lessons on feudalism, the influence of Roman Catholicism, the rise of business, the Renaissance, the growth of

Protestantism, and the beginnings of the modern nation state. Pamphlets, documents, and illustrations supplement the text *The Enduring Past*.

Note: Students enrolled in History H301 may not take History H305.

History H305

Our heritage from medieval and Renaissance Europe is emphasized in this survey of the evolution of Western civilization from approximately 400 A.D. to 1600 A.D. Topics include a study of the great events, institutions, art and other aspects of culture, as well as the forces that shaped the development of Europe during the turbulent period of history extending from the declining years of the Roman Empire, through the Middle Ages, to the era of Renaissance and Reformation. The texts are *The Emergence of Europe, Civilization in Perspective, and Renaissance and Reformation (Unit I of Europe and the Modern World)*.

Note: Students enrolled in History H305 may not take History H301.

Economics EN400

Should the Canadian economy be merged with that of the United States or should it be made more independent? What causes inflation and unemployment? Can the cycle of ups and downs in the economy be modified? Would Canada's economic position improve with a larger population? Does Canada need a more generous system of social security or is the present system too generous? Through an examination of these and other important questions, the student gains knowledge of the principles of modern economics. The texts are *Economics: A Search for Patterns and Contemporary Canada: Readings in Economics*.

Man in Society MS400

The objectives of Man in Society are: to lead students to an understanding of some of the institutions and forces in contemporary life, to enable them to make an assessment of their relationship to the society in which they live, and to provide some understanding of other societies. The character of humans, their aggressiveness, their prejudices, their cultures, their roles, and their "races" are examined initially. The remaining lessons examine the problems of humanity, the institutions of Canadian society, and the impact of technology on the modern world which is turning our planet into a "global village". The text is *A Social View of Man*.

History H401

This course considers the significance of individuals, ideas, events, and institutions in the history of the world from the seventeenth century to the present day. Personalities such as Voltaire, Napoleon,

Bismarck, Churchill, and Mao Tse-Tung, ideas such as socialism, Marxism, Naziism, and democracy, events such as the French and Russian revolutions, wars — both "hot" and "cold" — and institutions such as the United Nations form the core of the study. Asian issues and the problems of the Third World are also discussed. Pamphlets and documentary readings supplement the text *Modern Perspectives*.

Economics EN501

This exercise in economic reasoning offers not solutions but tools and methods for the analysis of economic problems. Emphasis is given to the problems and issues that underlie economic policy and that affect economic growth, stability, and security. Pure economic theory is avoided as much as possible in order to focus on the *reality* of what is happening today — to see economics as one aspect of our present social structure and to realize the interrelation of economic problems, social issues, and political decisions. Students are encouraged to defend *reasoned* positions on current controversial public policy issues.

Although no specific prerequisites are required, students should have completed Year 4 courses in Economics, History, or English, or have some equivalent educational background to provide them with the reading and writing skills necessary for successful completion of Economics EN501.

The texts are:

MacDonald, H. H.; Silk, L. S.; and Saunders, P. *The World of Economics*. Toronto: McGraw-Hill Ryerson, 1971.

Pal, I.-D., ed. *Canadian Economic Issues: Introductory Readings*. Toronto: Macmillan Co. of Canada, 1971. (Paperback)

History H501

The emphasis here is on the history of North America. A number of major issues in American and Canadian history are examined. For example, in United States history, the study includes: revolution and the Constitution; Jacksonian democracy; the Civil War; and American foreign policy to 1970. In the Canadian section, the following are analysed: British North America prior to 1867; Confederation; the Macdonald, Laurier, and Borden eras; the "roaring twenties"; the Depression; and post-World War II political developments. Photographs, political cartoons, and readings complement the textbooks. This is an advanced level course and interested students should have standing in a Year 3 or Year 4 History or Social Science course, or equivalent.

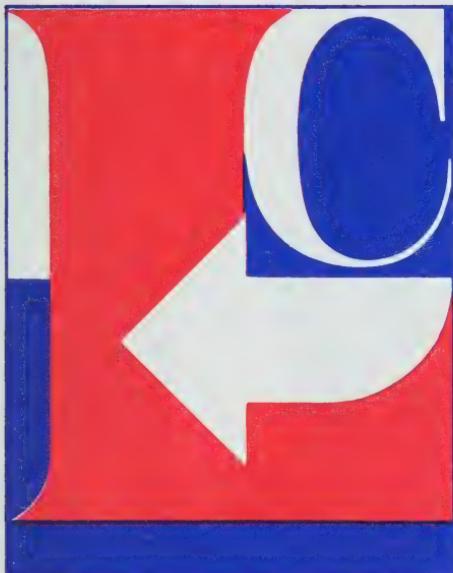
The texts are:

Cook, R., and McNaught, K. *Canada and the United States*. Toronto: Clarke, Irwin & Co., 1965.

Farr, D.; Moir, J.; and Mealing, S. *Two Democracies*. Toronto: McGraw-Hill Ryerson.

McInnis, E. *The North American Nations*. Toronto: J. M. Dent & Sons (Canada), 1966.

Latin and Classical Studies



The following courses are offered:

Latin L201
Latin L301
Classical Studies L312x
Latin L401
Latin L521
Latin L522

Each of the courses in Latin has 20 lessons. With the exception of L312x, each is valued as one credit. No previous knowledge of Latin is necessary for enrolment in the ten-lesson course in Classical Studies or for enrolment in L201.

Latin L201

In this course the student learns to read simple passages in the original language. It also gives considerable practice in English word derivation. The course is based on *Latin for Canadian Schools: A New Approach* and on a resource text describing life in ancient Rome. A recording that demonstrates pronunciation and oral reading is available. Even one year of language background in a course such as this helps the student to develop communication skills that will be of assistance in many areas of the student's continuing education. It also provides essential preparation for further study in the classics.

Latin L301

This course offers the student an opportunity to become familiar with Latin forms on which at least sixty per cent of words in the English language are built. With the background of L201, or its equivalent, the student is ready to read more challenging passages in the original language. Besides the textbook *Latin for Canadian Schools: A New Approach*, there is a resource text entitled *S.P.Q.R.* and a pocket-size reader, *Scalae Primae*. Practice in pronunciation and assistance with oral reading are provided by means of a record.

Classical Studies L312x

Our cultural heritage is the topic discussed throughout this course. In L312x, the student is encouraged to examine with the archaeologist some of the ancient sites of Greece, Crete, and Egypt. This course also provides an introduction to the origins of language and to a knowledge of Latin and Greek roots in modern English. It offers an opportunity for imaginative and creative work. There is no prerequisite for L312x.

Latin L401

The object of this course is to give the student who has a background equivalent to L301 an opportunity to read more widely in the original language. Short reading selections introduce the masters of Latin prose and poetry. This involves more advanced work in language structure. The emphasis in this course is on reading Latin literature for comprehension and for a better understanding of the daily life and social customs of the ancient Romans. The resource booklet supplied with the course will stimulate interest in the extensive archaeological research now being carried on in many parts of the Mediterranean world.

In the senior area of study in the classical languages, two courses are offered. The student whose previous training is the equivalent of L401 may choose either one, or both, of the following.

Latin L521

This survey of classical literature offers a wide variety of readings. Excerpts from the writers of the golden age of Latin literature are included, along with familiar passages from the Old and New Testaments and from Latin writings of the Middle Ages. Those from the *Carmina Burana* collection are of particular interest.

The emphasis in this course is on reading for comprehension and on developing an appreciation of the culture and life styles of the times. Language structure is, for the most part, a review of previous study.

The texts are:

Morford, M. P. O. *A New Latin Reader*. Toronto: Longman Canada, 1971.

Fullwood, N. *Cicero on Himself*.

Toronto: Clarke, Irwin & Co., 1971.

Breslove, D., et al. *Latin Poetry Selections*. Toronto: Thomas Nelson & Sons (Canada), 1948.

Taylor, B. C., et al. *Our Latin Legacy*. Book 2, Part 2. Toronto: Clarke, Irwin & Co., 1968.

Latin L522

In L522 the emphasis is on a critical appraisal of Latin prose and poetry. The student has the opportunity of reading excerpts from the famous *Verrine Orations* of Cicero and from Vergil's *Aeneid*, the timeless love story of Dido and Aeneas. Reading of accepted translations as well as selections in the original language is practised. Some of this reading requires the development of additional skills in language structure. Wherever necessary, this instruction is included.

The texts are:

Breslove, D., et al. *Latin Prose Selections*. Toronto: Thomas Nelson & Sons (Canada), 1948.

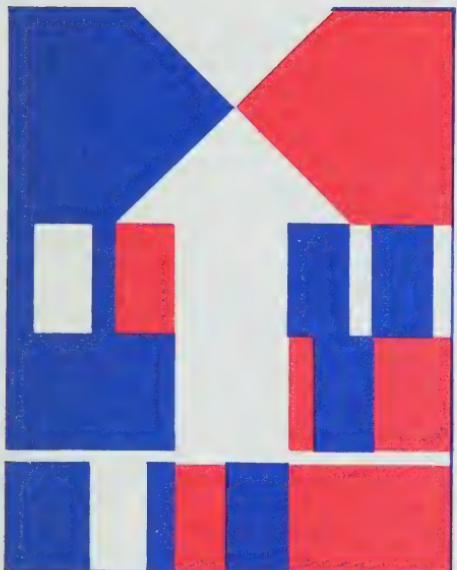
_____. *Latin Poetry Selections*. Toronto: Thomas Nelson & Sons (Canada), 1948.

A choice of:

Breslove, D. *Latin Composition for Grade 13*. Toronto: Gage Educational Publishing, 1961.

Taylor, B. C., et al. *Our Latin Legacy*. Book 2, Part 2. Toronto: Clarke, Irwin & Co., 1968.

Mathematics



The courses in Mathematics are grouped into three categories—Series A, Series B, and Series C—as shown on the following pages. The student should read the general description following the list of courses in each series and then read appropriate course descriptions.

Series A

Mathematics M111x

Mathematics M101

Mathematics M201

Mathematics M303

Mathematics M403

Mathematics M511

Mathematics of Investment

Mathematics M521

Relations and Functions

Mathematics M522 Calculus

Mathematics M533 Algebra

Series A is designed for students who wish one or more of the following:

- preparation for the study of mathematics in Year 5 and possibly beyond
- courses that are theoretical rather than practical
- insight into the modern approach in mathematics
- challenging courses designed for students who are strong in mathematics.

The student who has studied traditional mathematics in secondary school and who wishes to study courses in Series A requiring a knowledge of modern mathematics should begin by selecting Mathematics M111x. Mathematics M511 and Mathematics M522 do not require a knowledge of modern mathematics.

Mathematics M111x

This ten-lesson course presents some of the basic aspects of modern approach mathematics, either for personal interest or as the basis for further study in this series at a higher level. The topics dealt with include: basic sets and set notation, operations with integers, rationals, number properties, number lines, set builders, ordered pairs, Cartesian products, and Venn diagrams.

Mathematics M101

This is the beginning of the series in modern approach mathematics leading to Year 5 work. It covers the following topics: basic algebra from a modern viewpoint, number properties, and an introduction to geometry.

Mathematics M201

Topics dealt with in Mathematics M101 are re-examined and enlarged. Other topics studied include: relations, systems of equations, and geometry.

Mathematics M303

Topics dealt with in Mathematics M201 are re-examined and expanded. Other topics include: real numbers, linear equations, trigonometry, analytic geometry, and ratio.

Mathematics M403

This course prepares a student for Year 5 work. Topics from Mathematics M303 are further developed and the following topics introduced: relations, functions, and quadratic equations.

Mathematics M511

Mathematics of Investment

This is an intensive course that will be of interest to students who wish to learn the fundamentals of financial calculations involved in banking, annuity or bond purchases, home financing, and consumer credit in general. Topics include: calculative devices, interest and discount, annuities, bonds, mortgages, monthly payment plans for houses and automobiles, depreciation, capitalization, borrowing of money, and calculation of interest rate. Although a knowledge of modern approach mathematics is not required for this course, students requesting enrolment should have completed four mathematics courses beyond elementary school, including an intensive study of algebra.

No textbook is required.

Mathematics M521

Relations and Functions

Previous work on functions and relations is enlarged upon with emphasis on the unifying concept of mapping. Topics include: notation, classification and properties of functions, sequences and series, compound interest, annuities, instalment buying and consumer credit, trigonometry, definition and discussion of conics, and plane transformations and their application to second degree relations. Students requesting this course should have completed four intensive mathematics courses beyond elementary school. There is no text for this course.

Mathematics M522 Calculus

Topics studied include: an intuitive discussion of a limit; slopes and rates of change; derivatives, including the derivative of a product and quotient; chain rule; applications to motion; maximum and minimum problems; functions with given derivative; indefinite integral; areas and definitive integral; volumes of revolution; polar co-ordinates and complex numbers. Although a knowledge of modern mathe-

matics is not required for this course, students should have completed four mathematics courses beyond elementary school, including an intensive study of algebra and graphing.

The text is:

Del Grande, J. J., and Duff, G. F. D. *Elements of Modern Mathematics: Calculus*. Toronto: Gage Educational Publishing, 1972.

Mathematics M533 Algebra

The topics covered are: set theory, principles of counting, permutations and combinations, mathematical induction, the binomial theorem, probability, vectors with geometrical and physical applications, vectors and the Cartesian co-ordinate system, and matrices used to solve equations. Students requesting this course should have completed four intensive mathematics courses beyond elementary school.

The text is:

Coleman, A. J., et al. *Elements of Modern Mathematics: Algebra*. Toronto: Gage Educational Publishing, 1973.

Series B

Mathematics M100

Mathematics M200

Mathematics M300

Mathematics M400

Mathematics M411x Introduction to Statistics

Mathematics M511 Mathematics of Investment

Mathematics M522 Calculus

Series B is designed for students who wish one or more of the following:

- a) mathematical background of a general nature but not preparation for university mathematics
- b) preparation for a trade-training or apprenticeship program
- c) upgrading in technical mathematics
- d) knowledge of algebra and trigonometry
- e) preparation for post-secondary courses, admission to which does not require a background in modern mathematics
- f) preparation for the Year 5 courses Mathematics of Investment M511 or Calculus M522

Mathematics M100

The student who has completed elementary school arithmetic and who wishes to apply this knowledge to the practical world of science, commerce, and industry should find this course valuable. Addition, subtraction, multiplication, and division of whole numbers, common fractions, and decimals are reviewed and applied to the measurement of distance, area, and volume in both Imperial and metric units. The course concludes with a study of the arithmetic of signed numbers and an introduction to algebra.

Mathematics M200

The topics studied in M200 follow those covered in M100. Using the same textbook, students begin with a review of algebra and apply it to the solution of practical problems from industry and science, including a study of graphing techniques. Geometrical constructions are introduced, and the properties of the triangle are studied. Measurement is extended to include the area and volume of a cone, a pyramid, and a sphere. The course concludes with an introduction to trigonometry. Industrial mathematics is emphasized throughout the course. Topics studied include scale read-

ing, cutting speeds, gear and pulley speeds, and the capacity of pipes. Students who have studied mathematics for one or two years beyond elementary school and who feel they need a review of the basics in algebra, geometry, and trigonometry should find this a useful course.

Mathematics M300

An intensive study of algebra includes simultaneous linear equations in two and three variables, representing linear equations on a graph and the factor theorem. Ratio and proportion are introduced and applied to problems on variation. The laws of indices (exponents) are studied and applied to the study of logarithms. A slide rule is supplied to each student and its use in basic operation is practised. The course concludes with an intensive study of measurement, including the area of a sector, annulus, the surface area of a sphere, cylinder, cone, and pyramid, as well as the volume of a prism, cone, and pyramid.

A working knowledge of basic algebra would be an asset for students selecting M300.

Mathematics M400

Four major topics are studied — algebra, analytic geometry, trigonometry, and statics. Following a review of our number system and an introduction to the arithmetic of irrational numbers, algebra is extended to the study of quadratic and surd equations. A practical approach to the idea of a function is followed by the study of analytic geometry with emphasis on graphing the quadratic relations — the parabola, ellipse, and hyperbola. Trigonometry is introduced and applied to the solution of problems involving both oblique and right angle triangles. The topics studied in statics include vectors, moments, composition, and resolution of forces, centre of gravity, and friction.

The material covered in M400 should be of interest to students who wish to study Applied Mathematics and who have completed two or three mathematics courses beyond elementary school, of which at least one has been an intensive study of algebra.

Mathematics M411x Introduction to Statistics

This basic course offers insight into the use and misuse of statistics. Practical experience in collecting and analysing data is provided. Topics studied include: the frequency polygon, normal distribution curve, measures of central tendency, standard deviation, and an introduction to probability. A knowledge of statistics is useful in many fields, including commerce, finance, the natural and physical sciences, and the humanities. In view of the tremendous rate at which data are being accumulated in modern society, emphasis on the control and interpretation of data becomes increasingly important.

Mathematics M511 Mathematics of Investment

See description on page 38

Mathematics M522 Calculus

See description on page 38

Series C

Mathematics M160 Basic Arithmetic

Mathematics M220x Consumer Computations

Mathematics M222x Consumer Computations

Mathematics M320x Investment Computations

Mathematics M420x Investment Computations

Series C is designed for students who wish one or more of the following:

- a) a better understanding of arithmetic
- b) more skill in computations
- c) knowledge of how mathematics is used in our daily lives, particularly in business transactions
- d) upgrading in commercial mathematics
- e) standing in mathematics up to and including Year 4 but not beyond
- f) courses adapted to students who find mathematics difficult
- g) courses that do not include algebra or geometry

Note: Students wishing to prepare for post-secondary accountancy training should choose courses from Series A or Series B.

Mathematics M160 **Basic Arithmetic**

Here is an opportunity for adult students to "go back to the beginning" in arithmetic. Careful explanations are provided, followed by numerous examples showing the addition, subtraction, multiplication, and division of whole numbers, fractions, and decimals. The percentage form and its uses are studied in detail.

A practice exercise is given for each topic, and full solutions are provided so that students may check their work and correct errors in thinking before beginning the actual assignment. There is a handy summary sheet that makes it easy to look up the method for any of the 36 different types of questions studied.

Mathematics M220x **Consumer Computations**

Personal money management is a common concern. This course will assist the student to set up records and organize a budget. Topics include types of income, personal cash records, personal banking, day-to-day spending, and communications by mail, telegram, or cable.

Students should have a working knowledge of simple arithmetic. It is not necessary to complete M160 before selecting this course.

Mathematics M222x **Consumer Computations**

The study of personal money management is extended to include calculating and paying service bills, borrowing money, buying on credit, and making travel arrangements.

It is not necessary to complete M220x before selecting this course, but students should have a working knowledge of simple arithmetic.

Mathematics M320x **Investment Computations**

Here is an opportunity to learn how money earns money. Following a brief review of arithmetic, the lessons explore investment at banks and trust companies, buying and selling stocks and bonds, and the purchase of life insurance and pension plans.

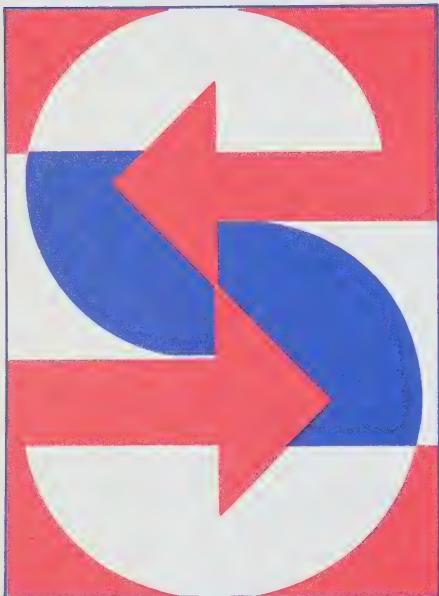
Students who select this course should have completed one mathematics course beyond elementary school.

Mathematics M420x **Investment Computations**

This course focuses on long-term financial undertakings, particularly home ownership. After a brief review of arithmetic, the course examines compound interest, annuities, mortgages, home insurance, municipal taxation, and statements of adjustment.

Completion of at least one mathematics course beyond elementary school is recommended.

Science



The following 20-lesson courses are offered:

General Science
Science SC101
Science SC201
Science SC203

Geology
Geology GL300

Physics
Physics P300
Physics P301
Physics P501

Chemistry
Chemistry C400
Chemistry C401
Chemistry C501

Biology
Biology BY402
Biology BY501

Although some previous work in secondary school science is a definite advantage for students wishing to undertake Year 3 or Year 4 courses, students who have no such previous training may request enrolment in any of the following courses: Geology GL300, Physics P300, Physics P301, Chemistry C400, Chemistry C401, Biology BY400.

For many of the science courses, kits containing laboratory equipment and chemicals are lent to students to enable them to perform experiments. Biological specimens are supplied for observational work. (Kits containing chemicals cannot be supplied to students living outside Canada or to persons living at points in Canada serviced only by air mail.)

Science SC101

This is an introductory science course. It is designed to help the student to develop powers of observation and skills in experimentation. The first ten lessons introduce the science of biology: the student learns how the cells of plants and animals differ in structure and function; next, the student explores and compares the structure and life histories of animals that lack backbones (the invertebrates) with the structure and life histories of animals that have backbones (the vertebrates). Once this material has been covered, the student is ready to understand how the important organ systems present in humans are constructed and how they work.

The next ten lessons introduce the student to the science of physics. Topics presented include: sound; pressure and its transmission; temperature and its measurement; and some properties of solids, liquids, and gases. Mastery of this course provides a strong foundation for the successful study of science courses at a more advanced level.

Science SC201

This second-year science course continues the study of biology and physical science introduced in Science SC101. Topics in the biology section include: the structure and life history of flowering plants; the structure and life history of non-flowering plants; an introduction to the study of heredity; an introduction to the study of the relationship of plants and animals to their environment (ecology). Topics in the physics section include: force; work; energy and power; heat; light and electricity. In the final lesson, information on chemical energy—so important to us all—is provided.

Science SC203

This second-year course, which concentrates on physical science, will be of interest to students who plan careers in manufacturing and industry. It provides experience in performing scientific experi-

ments and training in making scientific observations and drawing conclusions. Topics studied in physics are: force, energy, power, heat and its transfer, lubrication, sound, electrostatics, and current electricity. Topics studied in chemistry are: the composition of matter, mixtures, solutions, combustion and fire-fighting, and corrosion.

Geology GL300

Beginning with a consideration of the work of the geologist and the methods he uses in the field, this course introduces the student to the fascinating study of the physical history of the earth and the development of life upon it. It emphasizes practical aspects of geologic study, such as interpretation of geologic maps; examination of rock, mineral, and fossil specimens; testing of rock samples in the field; and practice in making observations. It explores the earth around us and below us and some of the important rocks and minerals that are part of its crust. It deals with the internal processes that produced, shaped, and gave texture to rocks, and the external processes that attack the earth's crust. It describes how the geologist measures the age of rocks and how certain historical data can be deduced from the study of fossils. The last part of the course acquaints the student with the structure, landscape features, and natural resources of Canada, in particular those of Ontario.

Physics P300

The course will be of interest to students whose objectives do not necessitate further work in physics. Topics studied are: measurement and use of measuring in-

struments, mechanics of fluids (volume, density, pressure), simple machines, motion and laws of motion (speed, acceleration, force, friction, etc.), electricity and magnetism, light (reflection, refraction, illumination, polarization), heat (changes of state, heat of fusion, heat of vaporization). Practical applications of all topics studied are considered wherever feasible.

Physics P301

Humans by their very nature are inquisitive and seek to explain the physical world around them. Through application of the scientific method they attempt to interpret the various phenomena that they encounter. The achievements of the physicist in the realm of pure physics have led to developments in technology that are sometimes difficult for the layman to accept, let alone comprehend. Physics P301 attempts to provide the student with an appreciation of physics, the accomplishments of the physicist, and the applications of physics to our daily life. The course is intensive in nature and is intended to provide the student with a solid grounding for the study of Year 5 Physics. An adequate background in general science and mathematics is desirable but not compulsory. Some of the topics studied are: Mechanics — measurement, motion and force, work, energy, power; Vibrations and Wave Motions — wave phenomena, sound, light; Electricity — electrostatics, current electricity, electromagnetism; Modern Physics — electronics, atomic

structure, nuclear physics. The course draws liberally from two textbooks: *Physics: The Fundamental Science* and *Matter and Energy*. The student gains experience in the practical application of the scientific method by carrying out experimental work employing the kits provided.

Physics P501

The study of physics is a continuing process by which humankind seeks to understand the nature of the physical world. Emphasis is placed on the understanding of physical principles and their application to new situations, and thus, by implication, on the ability to reason rather than to memorize. The student will study some of the fundamental concepts of physics, will examine how knowledge of these concepts is obtained, and will learn to evaluate experimental data critically. It is desirable that the student have standing in at least one course in basic physics before undertaking this course; Physics P301 or its equivalent is adequate. Topics studied in this Year 5 Physics course include: Time, Space, and Motion—fundamentals of measurement, functions, motion along a straight-line path, motion in space; Optics and Waves — how light behaves, the particle model of light, waves propagated in two dimensions, interference; Mechanics — law of inertia and Newton's law, motion in the earth's gravitational field, universal gravitation law and the solar system, momentum and the conservation of momentum, work and kinetic energy, potential energy; Electricity and Atomic Structure—electric forces and electric charges; energy and motion of charges in electric fields, electric field and electric potential, the electromagnetic spectrum, Rutherford's model of the atom, photons, matter waves, energy levels, energy levels of hydrogen.

The texts are:

PSSC: *Physics*. 2nd ed. Toronto: D. C. Heath Canada, 1965.

PSSC: *Laboratory Guide*. 2nd ed. Toronto: D. C. Heath Canada, 1965.

Chemistry C400

Chemistry C400 is a non-intensive study of such topics as matter, the structure of the atom, chemical combinations, chemical reactions, chemical equations, solutions, ionization, and acids, bases, and salts. It includes experiments to be performed by the student, who can thus share in the excitement of science and the power of discovery. The student gains practice in making observations, in organizing facts, and in forming valid conclusions. The results of the experiments are used as a basis for lessons involving theoretical principles. Several lessons are devoted to such currently important topics as air pollution, water pollution, and food chemistry. A student who wishes to prepare for Chemistry C501 should not choose Chemistry C400 but should choose Chemistry C401.

Chemistry C401

In this course emphasis is placed on understanding the nature of elements and compounds and the reactions they undergo. Theories of the structure of atoms and aggregates of atoms are introduced early so that these ideas may be used in subsequent discussions. The states of matter, the language of chemistry, chemical reactions, atomic weights and molecular weights, solutions, formation of ions, and the periodic classification of elements are among the topics included. Wherever possible, a topic is illustrated by experiment and the result used to develop theoretical concepts. Chemistry C401 prepares the student for Chemistry C501.

Chemistry C501

The emphasis in this course is on understanding the principles of chemistry rather than on acquiring factual knowledge. A more advanced treatment of the basic concepts previously studied is offered, and the student performs more involved experimental work wherever such investigations are feasible. Atomic structure, solutions, chemical bonding, oxidation and reduction, aqueous acids and bases, energy in chemical reactions, molecular structure, qualitative and quantitative aspects of equilibrium, and the transition elements are some of the topics examined. It is desirable that a student selecting this course have a knowledge of basic chemistry (in particular the gas laws, the structure of the atom and the periodic table, chemical reactions, the mole concept, nomenclature, equations, and information derivable from balanced equations) and a reasonable facility in mathematics. Chemistry C401 or its equivalent would provide this background.

The text is:

O'Connor, P. R., et al. *Chemistry: Experiments and Principles*. Toronto: D. C. Heath Canada, 1968.

Biology BY402

The origin of life, its characteristics, and variations provide the basic theme for the course. The student is given the opportunity to learn about the structure and life cycles of organisms, starting with the sub-microscopic viruses. Other organisms studied in a similar manner include bacteria, algae, fungi, flowering plants, protozoans, flatworms, insects, fishes, amphibians, reptiles, and mammals. Later lessons deal with the science of heredity, human genetics, ecology, pesticides, and pollution. Data on the population explosion and some

problems of space travel are presented as well. Students who enrol are required to do dissections of preserved specimens, including insects, a fish, and a mammal (white rat).

With this training in biology as a background, one is equipped to take an informed stand on many current social problems. The course is of special value to students who are planning careers in nursing, other health service occupations, or careers related to the natural sciences.

Biology BY501

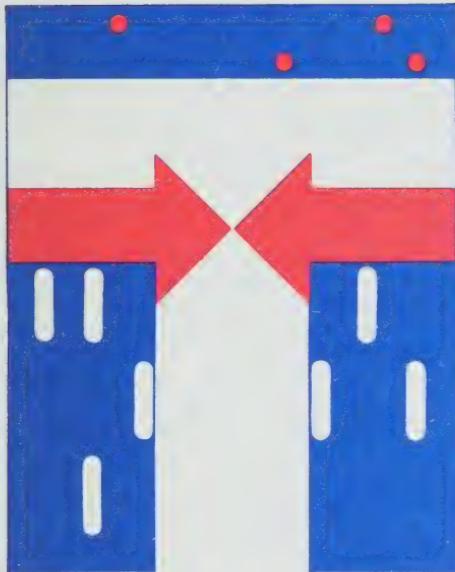
The biology program at this advanced level is designed to help a student prepare for life-science courses at a university. It emphasizes biochemistry, or the chemistry of cell activity. This includes a study of organic molecules and chemical syntheses. It explains the roles of ADP and ATP in the storage and release of energy in cells and of DNA and RNA in the genetic code. To succeed in this program, a student will need to have completed Chemistry C401 or its equivalent.

Additional topics include a survey of the structure and function of organs and organ systems in plants and animals, including humankind. The student will learn about the principles of classification; Mendelian genetics; and the reproduction and development of organisms, and will become aware of the evidence for evolution and the mechanism by which it is achieved.

The text is:

Galbraith, D., and Wilson, D. G. *Biological Science: Principles and Patterns of Life*. Rev. ed. Toronto: Holt, Rinehart and Winston of Canada, 1966.

Technical Subjects



The following courses are offered:

Carpentry CY300

Drafting D100 Basic Drafting I

Drafting D200x Basic Drafting II

**Drafting D300x
Standard Drafting Practice**

Drafting D302x Introduction to Mechanical Drafting

Drafting D304x Introduction to Architectural Drafting

Drafting D308x Introduction to Blueprint Reading

**Drafting D318x
Intermediate Blueprint Reading**

A student who has no previous knowledge of drafting will begin study of the subject with Drafting D100, followed by Drafting D200x. In these two courses the student will learn basic techniques and prepare for the study of drafting specialties in Year 3 and Year 4 courses.

For mature students who have acquired some knowledge of drafting either in industry or at school, Drafting D300x will provide a review of basic techniques in preparation for further study in Year 3 and Year 4 courses.

Carpentry CY300

Carpentry CY300 is designed for the layman interested in acquiring basic carpentry and building trades knowledge and in developing the fundamental skills useful to the carpenter or home-owner. The main purpose of this course is to teach the fundamental principles of general woodworking, the selection and care of tools, their proper use, and the interpretation of printed information and instructions as they apply to carpentry and building construction.

Carpentry CY300 is made up of 20 units of instruction which contain both theory and practical work. Each unit of instruction consists of instruction and assignments, either written or practical, or both. The student will have to provide his or her own tools in order to complete the practical assignments and projects that are part of the course. All of the tools required by the student are relatively inexpensive and most are standard items in any home-owner's tool box. Some of the topics covered are: lumber, tools and their care, hand-tool operation, fastening techniques, blueprint interpretation, joints and mouldings, building construction, and domestic repairs and maintenance.

Correspondence Courses will supply a student kit of special scale-sized lumber and timber required for certain student projects. The acquisition of standard building materials is the student's responsibility; these are readily available at any lumber or building supply centre.

Drafting D100 Basic Drafting I

The Basic Drafting I course introduces the student to fundamental drafting procedures and develops the student's skills in the use of basic drafting equipment and special drawing techniques. There are 10 units of instruction and 20 student assignments in this course, and each assignment will require a minimum of six hours to complete.

Some of the topics covered in the course are: simple and multi-view drawings, theory of shape description, orthographic projection, dimensioning, and simple blueprint reading.

This is an extremely demanding course and students considering it should not undertake more than one other course during the period of their enrolment.

Drafting D200x Basic Drafting II

The D200x Basic Drafting II course is a continuation of the D100 course. The student is introduced to the various drafting specialties which may be studied in more advanced drafting courses provided by Correspondence Courses. Some of the topics studied in this course include: auxiliary view drawings, pictorial drawings, assembly drawings, surface developments, and blueprint reading.

Drafting D300x

Standard Drafting Practice

The Standard Drafting Practice course is designed for students who have acquired some knowledge of basic drafting techniques, either through industrial experience or at school, and who wish to review before proceeding to more advanced and specialized drafting courses. This course is ideal for students who have studied drafting outside Canada and wish to become conversant with Canadian drafting standards and procedures. Through a series of practical projects and problems, the student's drafting skills and problem-solving abilities are developed. Some of the topics covered are:

drafting as a graphic language, orthographic projection, lettering and dimensioning, section drawings, and conventional representations.

Drafting D302x Introduction to Mechanical Drafting

The D302x course is a continuation of the D200x and D300x courses and is designed for students who wish to study the principles and techniques employed in the drawing of machines and their component parts. Some of the topics covered are: detail and assembly drawings, surface finish, casting design, geometric construction, cams and linkages, pictorial drawings, and the drawing of fabricated parts. Since the practical drafting assignments in this course are relatively advanced, students considering enrolment should be conversant with all the basic Canadian drafting standards and have developed their personal drafting skills and techniques beyond basic levels of achievement.

Drafting D304x Introduction to Architectural Drafting

Introduction to Architectural Drafting is a continuation of the D200x and D300x courses and is designed for students who wish to study the principles and techniques employed in architectural drafting and design. The emphasis in this course is on the design and drafting techniques used in the production of plans and drawings of residential buildings. Some of the topics covered are: principles of design, plan selection, presentation drawings, layout and working drawings, elementary study of building materials and methods.

Since the practical drafting assignments involved in this course are relatively advanced, students considering enrolment should be conversant with basic Canadian drafting standards and have developed their personal drafting skills beyond a basic level of achievement.

Drafting D308x Introduction to Blueprint Reading

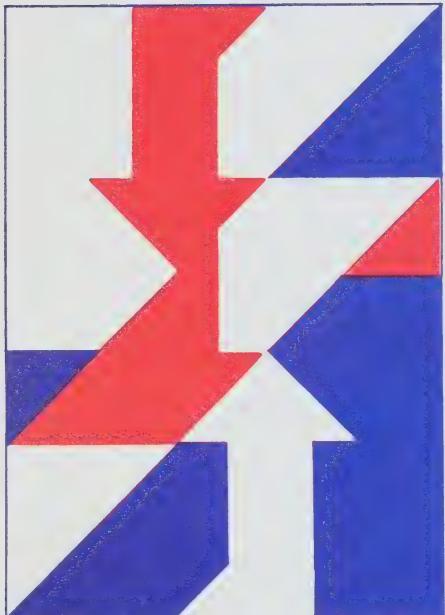
The Introduction to Blueprint Reading course is designed for students who have no previous knowledge or training in the reading of engineering drawings. The D308x course is basically a reading course designed to develop fundamental skills in reading and interpreting technical drawings as they apply to industry. The course consists of 10 units of instruction, print-reading assignments, and a final supervised test. Some of the topics covered are: third angle projections, angular dimensions, scale drawings, tolerances and allowances, steel specifications, and casting designs.

Drafting D318x Intermediate Blueprint Reading

The Intermediate Blueprint Reading course is a continuation of the D308x Introduction to Blueprint Reading course. The course consists of 10 units of instruction, blueprint reading assignments, and one final supervised test.

Some of the topics covered are: assembly drawings, conventional sectioning methods, metric dimensioning, welding drawings, and geometrical tolerancing problems.

Visual Arts



Courses whose code ends in x comprise 10 lessons and are worth one-half credit towards an Ontario Secondary School Graduation Diploma. The others comprise 20 lessons, and have a value of one credit. Art A501 is worth one credit towards an Ontario Secondary School Honour Graduation Diploma.

Art A200
Theatre Arts TA300
Art A301
Art A302x
Art A303x
Commercial Art CA400x
Film Arts FA400x
Art A401x
Art A402x
Art A403x
Art A501

Art A200
Beginning in Art

Everyone has some artistic potential. It is the purpose of this course to develop the skills of the beginning artist by means of a series of practical projects that introduce the elements and principles of visual art. Drawing and painting techniques, subject matter, and style are some of the artistic questions examined and explored through practical projects. No background in art is required and a basic art kit is supplied.

Theatre Arts TA300 The Performing Art

The art of acting and the nature of the theatre are the major themes developed in this introduction to drama. Basic acting skills such as the controlled use of voice, mime, and improvisation are described. The history of drama, characterization, mood and feeling, and such production concerns as stage design, set design, costumes, lighting, and sound effects are examined. The aim of the course is to make the student more self-aware, a more sensitive viewer of drama, and, as far as possible, a participant in dramatic productions. A supplementary text, *The Magic Mask* by Marguerite Dow, is lent to the student. No previous background is needed for enrolment.

Art A301 Through Artists' Eyes

It has been said that the artist teaches us how to see, and yet we often have difficulty understanding the bizarre creations he fashions for our viewing. The complex, fascinating world of art is the subject of this comprehensive study. Graphics, drawing and painting, art history, photography, television, and commercial and industrial art are just a few of the topics covered in a course that ranges from a discussion of the way to look at a painting to a survey of the inventions of architectural technology. Projects are designed to increase the student's sensitivity to the world of art that surrounds us. There is no text, but a portfolio of reproductions is lent to students. No art background is required for enrolment.

Art A302x Prints Without a Press

Printing consists of any of several means artists and artisans use to duplicate an image. Hand-printing techniques have been a means of creative expression for centuries.

The printmaking techniques introduced in this course — monoprints, stencils, cardboard cuts, lino cuts — are simple to learn, yet have the potential of yielding sophisticated results in the hands of a creative artist. Some previous background in art would be helpful to the student taking printmaking. There is no text but a printmaking kit will be supplied.

Art A303x Art to 1500

Here is the story of cave paintings and pyramids, of Minoan palaces and Greek temples. Roman engineering and Byzantine mosaics are discussed. Medieval manuscript illuminations are studied, and the course ends with a description of the art of the Gothic era. A text, *Art and Man, Book I*, is lent to the student. No previous background in art or history is required for enrolment.

Students who are interested in our cultural heritage from ancient and medieval Europe might also wish to study English E302x, Readings in Archaeology, History H301 or H305, and Classical Studies L312x.

Commercial Art CA400x Art for Commerce and Industry

The functional aspects of applied art and design — magazine illustration, advertising art, package design, corporate images, design of functional objects (furniture, toys, jewellery, etc.) — are the focus of this course which introduces the student to the world of applied arts. Since the commercial artist and the industrial designer operate in a highly technical field, some artistic background is desirable. The purpose of the course is to give the student

a fuller appreciation of the possibilities and problems inherent in the fields of commercial and industrial art. An art kit is supplied.

Film Arts FA400x The Camera's Eye

The twin subjects of still photography and cinematography are studied in this introductory course. The student is encouraged to develop skills as a photographer through practical project assignments, and for this reason the student must provide a still camera and film. Background knowledge in art or English would be helpful to the film arts student who explores the possibilities of photography as a means of creative expression. A portfolio of photographs is lent to the student.

Art A401x Composing Your Art

Art is creative expression, yet even the art student who has some background in drawing and painting sometimes has difficulty in thinking of something creative and original to say. The aim of this course is to stimulate originality in content and composition. Ideas are suggested in illustrations and diagrams and written descriptions. The student is provided with an art kit and some basic materials.

Art A402x Style in Art

In gaining experience, every artist gradually develops a personal means of expression in art, a personal style. In this course the art student carries out a series of practical projects that are designed to increase awareness of the significance of style in art and to help develop a distinctive style. An art kit and a book of reproductions are lent to the student.

Art A403x Great European Art

The period from the sixteenth to the eighteenth century was rich in art — a time of masterpieces, of famous artists such as Raphael, Michelangelo, and Durer. This course traces the development of art during the Renaissance, Baroque, and Rococo periods and provides the student with criteria upon which to base his judgement of the art of any period. The course continues the story of art that was begun in Art A303x. A book of reproductions is lent to the student.

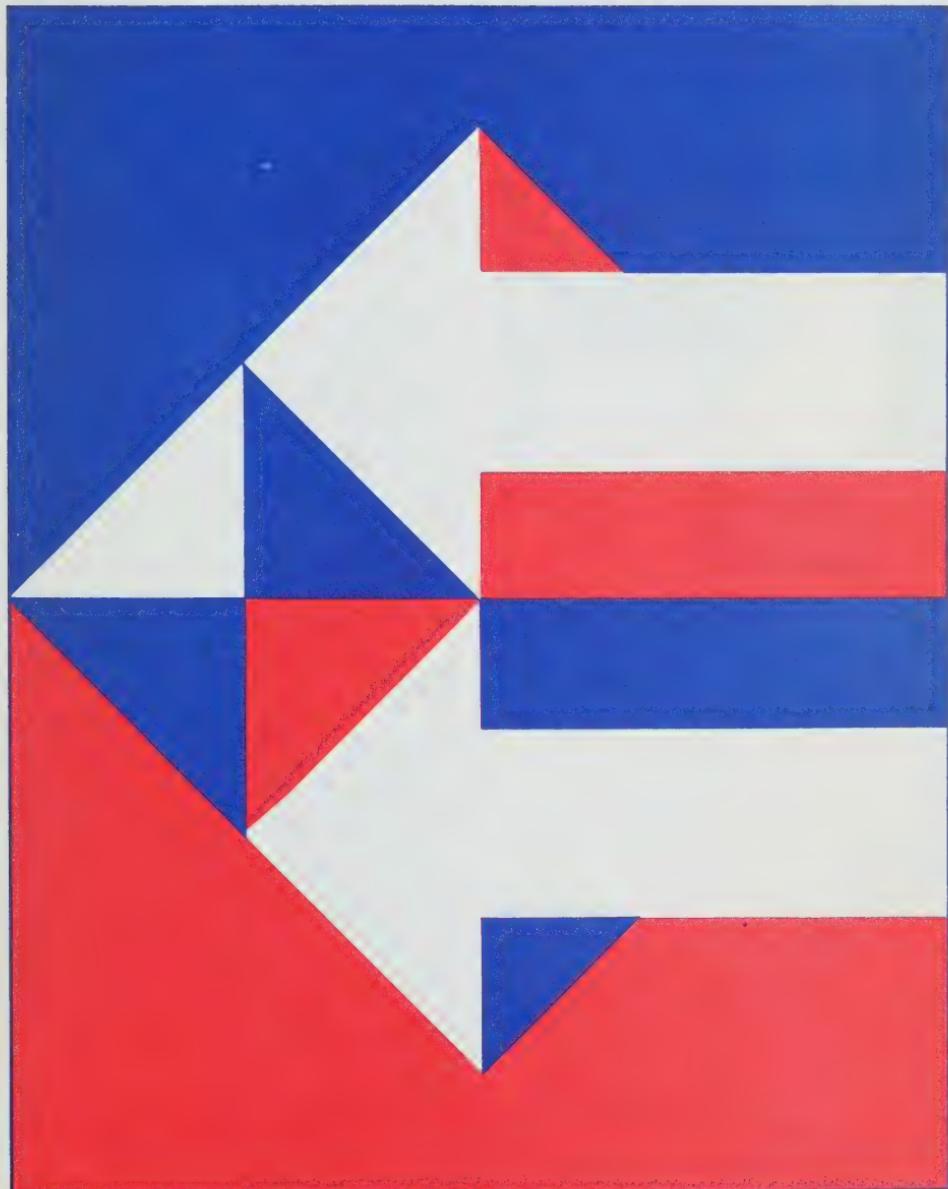
Art A501 The Artist's Study

Practical projects in drawing and painting and the history of art in Europe and America from 1800 to the present are the two themes of this advanced course. Optional projects give the student an opportunity to learn more about the two- or three-dimensional arts or crafts. Project assignments are arranged so that a student can benefit from his correspondent teacher's assessment of his sketches and rough work before proceeding to the final composition. The course is worth one credit towards an Ontario Secondary School Honour Graduation Diploma. Since students taking this course should have a basic grounding in art history and in practical art, two previous art courses at the secondary school level, or their equivalent, are a desirable basis for A501.

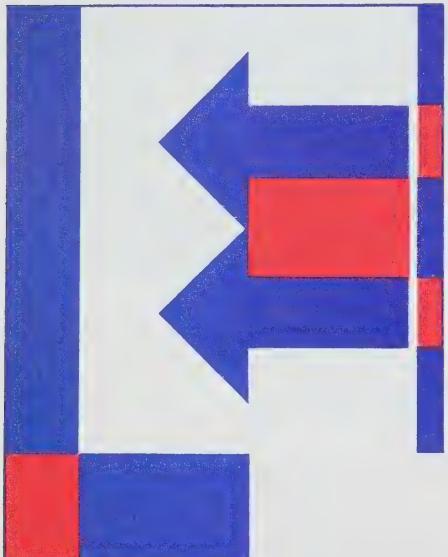
The text is:

Brieger, Peter, et al. *Art and Man*. Book 3. Toronto: Holt, Rinehart and Winston of Canada, 1964.

Elementary School Courses



Elementary School Courses



Children

Elementary school correspondence courses in Grades 1 to 8 are available to Ontario children who are legally excused from attendance at school. Lessons are supplied and corrected free of charge. Answer paper is provided free to all pupils. Textbooks are provided on loan free of charge, but must be returned in good condition when pupils complete or discontinue the courses for which the books have been provided.

A child living in Ontario who is six years of age or over but under the age of sixteen, and who is unable to attend school for a period of three months or more, is eligible for enrolment. A child who normally resides in Ontario but is temporarily living outside Canada and is unable to attend a school in which the Ontario curriculum is taught is eligible for enrolment. Since enrolment of a child living outside Canada cannot be continued indefinitely, eligibility will be reconsidered at the time when parents request that a child's enrolment be continued into another grade. Absence for a period in excess of three years can rarely be regarded as temporary absence from the province and used as a reason for continued enrolment.

Parents wishing to apply for elementary school enrolment for a child under sixteen years of age should complete Form A and return it together with the child's last school report and a medical certificate if the child is not well enough to attend school, or a recommendation for enrolment from the senior educational officer for the area if distance is the reason for not attending school. The certificate or recommendation must state the reason for non-attendance and the length of time the child will be absent from school. No certificate or recommendation is required for children going overseas.

A parent applying for enrolment of a child who temporarily resides outside Canada must give the name and address of a person in Ontario who will act as liaison and assume the responsibility of forwarding books and lessons. All material from this office will be addressed to this person. (Applicants should instruct the person to rewrap the material, print the pupil's foreign address and the return address on the parcel, prepare a customs declaration form, and pay sufficient postage to carry the material to its foreign destination.)

Children may begin a course at any time during the school year. Those in good health should spend as much time on their studies each day as they would if they were attending school. By so doing, they will be able to keep up with the daily assignment and complete the work of a whole grade in a year. Each student who completes a grade satisfactorily earns a certificate of promotion. If enrolment is to be continued in the next grade, parents may request lessons and supplies ahead of time to ensure that they will be delivered by the time they are needed.

Pupils living in Ontario and enrolled in correspondence courses must submit lessons for correction. Those living outside Canada are advised to do so if at all possible. Although mailing delays may take a good deal of the value from teachers' comments and corrections, children gain satisfaction and encouragement from personal contact with a teacher and from winning recognition for their work. Parents should note that lessons sent in for marking must contain all assignments in every subject, unless they have requested the omission of certain subjects that they consider unnecessary in the circumstances.

Adults

Applicants who have not completed elementary school and who wish to do some elementary school work to prepare for enrolment in secondary courses should use Form C to apply for English E160 (described on page 21) and Mathematics M160 (described on page 41).

Cours au niveau élémentaire

Les cours des années 1 à 8 sont offerts aux enfants de langue française qui résident en Ontario et qui ont le droit de ne pas aller à l'école. Ces cours sont gratuits ainsi que les cahiers dont les élèves se servent pour faire leurs devoirs. Les manuels scolaires sont prêtés aux élèves et doivent être rendus en bon état lorsque le cours est terminé ou abandonné.

Peuvent s'inscrire aux cours par correspondance :

a) Tout enfant âgé de six à seize ans incapable d'aller à l'école pendant une durée de trois mois ou plus.

b) Tout enfant qui est domicilié en Ontario mais réside temporairement à l'étranger et qui, de ce fait, se trouve dans l'impossibilité de suivre des classes où le programme scolaire ontarien est enseigné.

Les parents doivent renouveler chaque année la demande d'inscription de leur enfant. Au-delà d'une période de trois ans, l'agent en chef d'éducation se réserve le droit d'approuver le renouvellement.

Les parents qui désirent inscrire un enfant de moins de seize ans doivent remplir la formule B et la retourner accompagnée du dernier bulletin scolaire de l'enfant et d'un des deux documents suivants :

— un certificat médical dans le cas où l'état de santé de l'enfant ne lui permet pas de fréquenter une école;

— la recommandation de l'agent d'éducation supérieur de la région au cas où une grande distance sépare l'enfant de l'école et l'empêche de s'y rendre.

Chacun de ces documents doit aussi indiquer la durée pendant laquelle l'absence de l'enfant doit se prolonger.

Aucun document n'est exigé dans le cas des enfants en partance pour l'étranger.

Les parents d'un enfant résidant temporairement à l'étranger qui désirent inscrire leur enfant aux cours par correspondance doivent donner les nom et adresse d'un agent de liaison en Ontario qui se chargera de leur transmettre les leçons et les manuels. Toutes les fournitures scolaires lui seront adressées. (Il appartient aux parents de donner leurs instructions à l'agent de liaison sur la façon de réempaquer les fournitures scolaires, d'inscrire sur le paquet l'adresse à l'étranger de l'élève et celle de l'expéditeur, de remplir une déclaration de douane et d'affranchir le paquet selon son poids et sa destination.)

Les élèves peuvent commencer un cours à n'importe quel moment de l'année scolaire. Ceux qui jouissent d'une bonne santé devraient passer, chaque jour, le même temps à leurs études que s'ils fréquentaient une école. Ils réussiraient ainsi à se maintenir à jour en ce qui concerne leur travail et à couvrir leur programme en une année. Chaque élève qui termine son année scolaire avec succès reçoit un certificat l'autorisant à passer dans la classe suivante. Si les parents ont l'intention de renouveler l'inscription de leur enfant dans l'année suivante, ils peuvent demander que les leçons et les fournitures scolaires leur soient envoyées à l'avance pour éviter toute perte de temps.

Les élèves demeurant en Ontario qui sont inscrits aux cours par correspondance doivent envoyer leurs devoirs pour qu'ils soient corrigés. Ceux qui résident à l'étranger sont invités à faire de même si cela leur est possible. Bien que les délais postaux réduisent de beaucoup la valeur des commentaires et des corrections de leur institutrice, les élèves y gagnent beaucoup au point de vue satisfaction, encouragement et félicitations. Le travail envoyé pour correction doit comprendre tous les exercices dans chaque matière, à moins que les parents n'aient exprimé le désir que certaines matières, considérées inutiles selon les circonstances, soient omises.



Ontario

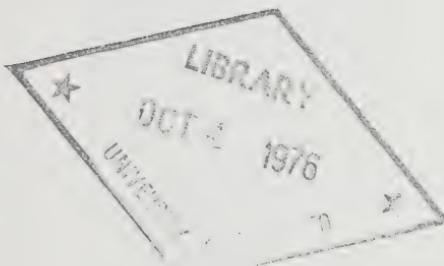
Ministry of Education
Ministère de l'Éducation

Thomas L. Wells Thomas L. Wells
Minister Ministre

Correspondence Courses/
Cours par correspondance
1976-1977

Government
Publications

Correspondence Education Branch/
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909 Yonge Street
Toronto, Ontario M4W 3G2
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Introduction

The Ministry of Education is the major agency through which the Government of Ontario discharges its constitutional responsibilities with regard to the general education of the people of Ontario. The Ministry fosters a wide range of opportunities in order to enable all individuals, whether of school age or beyond, in school or out of school, to experience a worthwhile education and to have access to further educational experience consistent with their needs and the needs of society.

One of the educational opportunities the Ministry offers to residents of Ontario is its program of secondary school and elementary school correspondence courses. A large number of adult and school-age students, with varying backgrounds and objectives, benefit from this opportunity: mature students who wish to further their education, complete secondary school, gain admission to university, college, or training courses, or earn promotion in their employment; persons who wish to study, for personal satisfaction, subjects related to their interests, hobbies, or employment; Senior Division public secondary school students who wish to supplement their school programs; students temporarily absent from the province who wish to maintain continuity in their education; students who are unable to attend school for medical reasons or because of distance from school.

This calendar is designed as an information publication for prospective students of the Ministry of Education's Correspondence Education Branch. Further information may be obtained from the Correspondence Education Branch, 909 Yonge Street, Toronto, Ontario M4W 3G2.

Introduction

Le ministère de l'Éducation est l'organisme principal par l'intermédiaire duquel le gouvernement de l'Ontario se décharge de ses responsabilités constitutionnelles ayant trait à l'éducation générale des résidants de l'Ontario. Le Ministère s'efforce de donner à tous les résidants de la province, quel que soit leur âge, qu'ils aillent à l'école ou non, toutes les chances possibles d'acquérir une éducation solide et d'avoir accès à d'autres expériences éducatives cadrant avec leurs besoins et ceux de la société.

C'est dans cet esprit que le Ministère offre aux résidants de l'Ontario un programme de cours par correspondance au palier secondaire et au palier élémentaire. Un programme complet de matières correspondant aux cours élémentaires de la 1^{re} à la 8^e année est offert en français et en anglais. Au palier secondaire, les élèves de langue française peuvent suivre des cours de français qui s'échelonnent du secondaire I au secondaire V. Tous les autres cours du palier secondaire sont dispensés en anglais.

Un grand nombre d'adultes et d'élèves dont les antécédents et les objectifs sont très différents profitent des cours par correspondance. Citons entre autres : les élèves d'âge mûr qui désirent poursuivre leur éducation, terminer leurs études secondaires, s'inscrire à l'université, au collège ou à un cours de formation, ou encore obtenir des promotions au travail; des personnes qui désirent étudier, pour leur satisfaction personnelle, divers sujets qui les intéressent particulièrement; des élèves du cycle supérieur des écoles secondaires qui désirent suivre des cours supplémentaires; des élèves temporairement absents de la province qui souhaitent assurer la continuité de leur éducation; des élèves, enfin, dans l'impossibilité de fréquenter l'école pour des raisons médicales ou parce qu'ils demeurent dans des régions isolées.

Fiftieth Anniversary

Correspondence courses were first offered to residents of Ontario on March 1, 1926. The same year 372 students, ranging in age from six to twenty-one, received instruction "from the Primer to the Fourth Book". They were served by a staff of four educators and support personnel who worked out of offices in the Parliament Buildings. The Ontario Department of Education's annual report for that year explained how the courses were arranged:

Carefully prepared lesson assignments, based on the public school course of study, are sent out regularly, and along with them are sent answer sheets and envelopes for the return of the answers. The answers are carefully examined, the necessary corrections and explanations made, and then they are returned to the pupils. The courses are free, and all books and supplies are provided by the Department.

According to the report, the courses were a remarkable success during their first year of operation.

Today's correspondence courses service has gradually expanded to include French-language instruction at the elementary level and an extensive secondary school program. Enrolment in the courses has increased to approximately 60 000 students per year (ages 6 to 92), who are served by a staff of over 100 regular employees located at 909 Yonge Street, plus some 800 associate teachers situated throughout the province. It is hoped that, in the future, Ministers will still be able to speak of "the remarkable success of correspondence courses".

Cinquantième anniversaire

Le 1er mars 1926, les cours par correspondance furent offerts pour la première fois aux résidants de l'Ontario. Dès cette première année 372 élèves de 6 à 21 ans s'y inscrivaient. Le programme était organisé par quatre éducateurs et du personnel de soutien installés dans des bureaux de l'Hôtel du Gouvernement. Selon le rapport annuel du ministère de l'Éducation publié cette année-là, les élèves inscrits aux cours par correspondance recevaient des leçons soigneusement préparées, se basant sur les cours dispensés dans les écoles publiques, ainsi que des devoirs et des enveloppes pour le renvoi de ces devoirs. Le rapport expliquait que les devoirs étaient examinés avec soin et renvoyés aux élèves avec toutes les corrections et les explications nécessaires. Les cours étaient gratuits et tous les manuels et les fournitures étaient fournis par le Ministère.

Le Ministère faisait ensuite remarquer que, dès cette première année, les cours par correspondance avaient obtenu un succès remarquable. Aujourd'hui, la Direction de l'enseignement par correspondance a pris de l'extension. On y offre maintenant des cours en français au palier élémentaire et de nombreux cours au palier secondaire qui incluent le français du secondaire I à V. Les inscriptions ont augmenté et s'élèvent maintenant à environ 60 000 élèves (de 6 à 92 ans) par an. La Direction, situé 909 rue Yonge, comprend un personnel de plus de 100 employés réguliers et d'environ 800 enseignants adjoints. Nous espérons que nos futurs ministres continueront à parler du succès remarquable des cours par correspondance!

Education by Correspondence

In Ontario, education by correspondence is available as an extension of the regular school program. The independence and individuality it allows with respect to course selection and program planning, the flexibility it affords with respect to starting and completion dates, and the freedom it offers with respect to time and place of study make study by correspondence appropriate for thousands who, for a variety of reasons, seek further education.

The Correspondence Education Branch offers a wide range of services and materials to help the student benefit from the advantages of study by correspondence. These services and materials are available free of charge twelve months of the year to the correspondence student.

Counselling Service

A counselling service is available to assist applicants and enrolled students to select courses and plan programs, to answer questions about requirements for course completion and diplomas, and to provide consultation on other matters related to the student's program of study. Applicants and enrolled students are invited to seek assistance by telephoning, writing, or visiting the Correspondence Education Branch.

Enseignement par correspondance

En Ontario, l'enseignement par correspondance représente un prolongement du programme scolaire régulier. La Direction de l'enseignement par correspondance offre à ses élèves, gratuitement et douze mois par an, un vaste éventail de services et de matériel pour leur permettre de profiter de l'enseignement dispensé.

Autres renseignements

Ce calendrier a pour but de renseigner tous ceux qui s'intéressent aux cours par correspondance dispensés par le ministère de l'Éducation. Pour tout autre renseignement, prière de s'adresser à la Direction de l'enseignement, par correspondance, 909 rue Yonge, Toronto (Ontario) M4W 3G2.

Admission Requirements and Programs

Conditions d'admission et programmes

Adults

Correspondence courses are available to an Ontario resident who is beyond compulsory school age and is not enrolled in public secondary school day classes.

The prospective student is afforded flexibility in course selection. Each student's program is based on the individual's objectives, capabilities, and interests. An applicant will be enrolled in one or two courses at the time of initial registration. Enrolment in additional courses may be requested by the student whose educational objective, available time, and progress in correspondence course studies make such enrolment advisable.

An adult who seeks enrolment should study the material in this calendar, complete Application Form C, and mail it or bring it to the Correspondence Education Branch office. Those who make application within three months of leaving school are eligible for enrolment if the school principal recommends immediate enrolment.

Students under Sixteen

Correspondence courses are available to an Ontario resident of compulsory school age who is legally excused from school. The reasons most frequently given for seeking enrolment are illness and distance from school.

A parent or guardian seeking to enrol his/her child in elementary school courses should study pages 54 and 55 of this calendar and complete Application Form A.

The parent or guardian may request the child's enrolment in secondary school courses by completing Form C and submitting it to the Correspondence Education Branch office with evidence of the child's legal absence from school.

Adultes

Les cours par correspondance sont offerts à tous les résidants de l'Ontario qui ont dépassé l'âge de la scolarité obligatoire et qui ne sont pas inscrits à des cours du jour dans des écoles secondaires publiques.

On laisse au candidat une grande latitude quant au choix des cours. Dans le cadre des cours offerts, les programmes sont basés sur les objectifs, les capacités et les goûts de chacun. Initialement, l'élève s'inscrit à un ou deux cours. Il peut néanmoins s'inscrire à des cours supplémentaires si ses objectifs d'éducation, le temps dont il dispose et ses progrès justifient cette décision.

L'adulte qui désire s'inscrire est prié d'étudier le contenu de ce calendrier, de remplir la formule C et de l'envoyer ou de l'apporter au bureau de la Direction de l'enseignement par correspondance. Ceux qui font une demande dans les trois mois suivant leur départ de l'école sont admissibles immédiatement sur recommandation de leur directeur d'école.

Élèves ayant moins de 16 ans

Les cours par correspondance sont offerts à tous les résidants de l'Ontario en âge de scolarité obligatoire, légalement dispensés de l'école. Ceux qui cherchent à se faire inscrire citent le plus souvent des raisons de santé ou leur éloignement de l'école.

Les parents ou tuteurs qui cherchent à faire inscrire un enfant aux cours au palier élémentaire sont priés de lire les pages 54 et 55 de ce calendrier et de remplir la formule B.

S'ils veulent faire inscrire leur enfant à des cours au palier secondaire, ils doivent remplir la formule C et l'envoyer au bureau de la Direction de l'enseignement par correspondance, accompagnée d'un document prouvant que l'enfant est légalement dispensé de l'école.

Ontario Residents Temporarily Absent from the Province

Correspondence courses are available to an adult who normally resides in Ontario and will be temporarily absent from the province (for a period not longer than three years).

Correspondence courses are available to a child of compulsory school age who will be temporarily absent from Canada.

An applicant who will be leaving Canada must provide the name and address of an Ontario resident who will act as liaison and assume responsibility for forwarding books, lessons, and marked assignments. All material for the student will be sent to this person, who will be required to redirect the material to the student's foreign address. (This will entail rewrapping the material, printing the student's foreign address on the parcel, completing a customs declaration form, and paying whatever postage is needed. The sender's return address should be on the package.) Members of the Canadian Forces enrolled in correspondence courses while on duty abroad may arrange to have their lessons and textbooks forwarded from a Canadian Forces post office in Canada.

A person who seeks enrolment in secondary school courses should study this calendar, complete Application Form F, and submit it to the Correspondence Education Branch office. A parent or guardian seeking to enrol his/her child in elementary school courses should study pages 54 and 55 of this calendar and complete Application Form A.

If possible, applicants should visit the Correspondence Education Branch office before leaving the country in order to discuss their program with staff members of the Branch and obtain the appropriate lessons and textbooks.

Résidants de l'Ontario temporairement absents de la province

Les cours par correspondance sont offerts à tout adulte résidant normalement en Ontario mais temporairement absent. (La période d'absence ne doit pas dépasser trois ans.)

Les cours par correspondance sont également offerts à tout enfant en âge de scolarité obligatoire temporairement absent du Canada.

Toute personne intéressée s'apprêtant à quitter le Canada doit laisser le nom et l'adresse d'un résident de l'Ontario qui servira d'agent de liaison et lui transmettra livres, leçons et devoirs corrigés. Le matériel destiné à l'élève sera envoyé à cet agent qui le lui fera suivre à l'étranger. (Il devra refaire le paquet, y inscrire l'adresse de l'élève à l'étranger, remplir la formule de déclaration de douane et payer l'affranchissement. L'adresse de l'envoyeur doit toujours apparaître sur le paquet.) Les membres des Forces armées du Canada inscrits à des cours par correspondance pendant leur séjour à l'étranger peuvent prendre des dispositions pour que leurs leçons et leurs manuels leur soient envoyés à partir d'un bureau de poste des Forces armées.

Toute personne qui désire s'inscrire à des cours au palier secondaire doit étudier ce calendrier, remplir la formule F et l'envoyer au bureau de la Direction de l'enseignement par correspondance. Tout parent ou tuteur cherchant à faire inscrire un enfant au cours au palier élémentaire doit étudier les pages 54 et 55 de ce calendrier et remplir la formule B.

Dans la mesure du possible, les personnes qui ont fait une demande doivent visiter les bureaux de la Direction avant de quitter le pays afin de discuter de leur programme avec les membres du personnel des cours par correspondance et obtenir les leçons et manuels appropriés.

Senior Division Day-School Students

The Director of the Correspondence Education Branch may admit a third-, fourth-, or fifth-year public secondary school student to a course offered by correspondence and not available to the student in the school, on receipt of written approval by the student's principal.

Before recommending enrolment, the principal is requested to exercise professional judgement in considering the student's educational objectives, maturity, motivation, and available time.

A person who seeks enrolment in this program will be enrolled initially in only one correspondence course and should use Application Form S, copies of which are available in the secondary schools. The completed Application Form S, with the student's transcript and list of current courses attached, is to be submitted by the principal to the Director, Correspondence Education Branch, for his approval.

Elèves du cycle supérieur

(cours du jour)

Le directeur de la Direction de l'enseignement par correspondance peut admettre un élève d'école secondaire (secondaire III, IV ou V) si le cours auquel l'élève s'inscrit n'est pas offert dans son école. Dans ce cas, l'élève devra présenter une autorisation écrite du directeur de son école.

Avant de recommander un élève à un cours par correspondance, le directeur doit faire preuve de jugement et peser les facteurs suivants : objectifs d'éducation de l'élève, sa maturité, ses motifs et le temps dont il dispose.

Initialement, l'élève qui a fait une demande d'inscription sera inscrit à un seul cours et devra remplir la formule S distribuée dans les écoles secondaires. Cette formule, ainsi qu'un relevé des notes de l'élève et une liste des cours dispensés dans son école, sera alors soumise par le directeur de l'école au directeur de la Direction de l'enseignement par correspondance, pour approbation.

**Secondary School
Courses/Cours au palier
secondaire**



Information for Enrolled Students

Provision of Materials, Texts and Supplies

Once an application has been approved, the student is enrolled and loaned an initial set of materials. These materials include lessons, textbooks, and kits of learning materials. (Year 5 students are to obtain their own textbooks). Further lessons and learning materials are supplied when the evaluated assignments are returned to the student. Texts and kits are provided to students free of charge, and must be returned to the Correspondence Education Branch.

Submission and Evaluation of Assignments

The success of studies conducted by correspondence depends on the careful study of lesson materials, the regular completion and submission of assignments, and the constructive use of teachers' comments and suggestions.

Students may begin courses at any time of the year and complete assignments at their own pace.

As soon as the assignments for a lesson have been completed, the student should mail them to the Correspondence Education Branch office and proceed with the next lesson without waiting for the return of evaluated assignments. Students are assigned to a correspondence courses associate teacher for each course in which they are enrolled. The associate teachers are secondary school teachers located in communities across the province. They evaluate the work that students submit, give assistance in areas in which students experience difficulty, and provide counselling based on apparent or expressed needs.

Achieving Credit

A student earns credit for a Year 1 or Year 2 course by completing lesson assignments. The final mark is based on the assignments; there are no tests for these courses.

Renseignements à l'intention des élèves inscrits au cours

Matériel, manuels et fournitures

Dès qu'une demande est approuvée, l'élève est inscrit et on lui prête un jeu initial de matériel contenant leçons, manuels et trousseaux d'apprentissage. (Les élèves de secondaire V doivent se procurer leurs propres manuels.) On remet à l'élève d'autres leçons et matériel quand on lui renvoie ses devoirs corrigés. Manuels et trousseaux sont fournis gratuitement à l'élève et doivent être renvoyés à la Direction de l'enseignement par correspondance.

Soumission et évaluation des devoirs

Pour que l'enseignement par correspondance porte ses fruits, l'élève doit étudier les leçons avec soin, faire ses devoirs et les soumettre régulièrement, et tenir compte des commentaires et suggestions de l'enseignant.

L'élève peut commencer les cours à n'importe quelle époque de l'année et terminer les devoirs à son propre rythme.

Aussitôt que les devoirs correspondant à une leçon sont terminés, l'élève doit les envoyer au bureau de la Direction de l'enseignement par correspondance et passer à la leçon suivante sans attendre que les devoirs corrigés lui soient renvoyés. Chaque élève relève d'un enseignant adjoint pour chacun des cours auquel il est inscrit. Les enseignants adjoints sont des enseignants d'école secondaire qui travaillent dans diverses communautés de la province. Ils évaluent le travail que les élèves soumettent, les aident quand ils éprouvent des difficultés et leur donnent des conseils si le besoin s'en fait sentir.

Crédits

L'élève obtient des crédits de secondaire I ou de secondaire II en faisant les devoirs prescrits. La note finale se base sur les devoirs prescrits. Aucun examen n'est requis à ce niveau.

A student earns credit for a Year 3, Year 4, or Year 5 course by completing lesson assignments and writing a final test. The final mark is based on both the assignments and the test. Students who for medical or other justifiable reasons believe they qualify for standing without writing the final test should write to the Registrar giving evidence in support of their request for consideration.

The final test is supervised by a correspondence courses supervisor who lives in the student's locality. On request, arrangements can be made for writing final tests at the Correspondence Education Branch office. A student living outside Ontario is asked to nominate a professional person as supervisor and submit his/her name to the Correspondence Education Branch office for approval.

Continuity of Studies

While regular submission of assignments is desirable, the flexibility of correspondence courses study makes it possible for a student to interrupt studies, if necessary, and to resume studies at the point where they were interrupted.

Post-secondary Objectives

A student whose objective is to gain admission to an institution of post-secondary education should consult the appropriate officials to find out what standing or diploma is required, what particular subjects are obligatory, and what special provisions exist for the admission of mature students.

Horizons, an annual publication of the Ministry of Colleges and Universities, is a guide to educational opportunities in Ontario beyond the secondary school level. A copy in English or French may be obtained from the Information Branch, Ministry of Colleges and Universities, 6th Floor, Mowat Block, Queen's Park, Toronto, Ontario, M7A 1B9.

L'élève obtient des crédits de secondaire III, IV ou V en faisant les devoirs prescrits et en passant un examen final. La note finale se base à la fois sur les devoirs prescrits et l'examen. Les élèves qui, pour des raisons médicales ou autres, estiment pouvoir recevoir une attestation d'études sans passer l'examen final, doivent écrire au secrétaire de la Direction de l'enseignement par correspondance pour justifier leur demande.

L'examen final est jugé par un superviseur des cours par correspondance qui vit dans la même communauté que l'élève. Les examens finals peuvent être organisés sur demande au bureau de la Direction de l'enseignement par correspondance. L'élève qui réside hors de l'Ontario est prié de nommer une personne qui exerce une profession libérale à titre de superviseur et de soumettre son nom pour approbation au bureau de la Direction de l'enseignement par correspondance.

Reprise des études

Bien qu'il soit souhaitable de soumettre les devoirs régulièrement, la souplesse des cours par correspondance permet à l'élève d'interrompre ses études, si nécessaire, et de les reprendre plus tard.

Objectifs postsecondaires

L'élève qui cherche à se faire admettre dans un établissement d'enseignement post-secondaire doit consulter les agents appropriés pour se renseigner sur le niveau d'études ou les diplômes exigés, les matières obligatoires et les stipulations spéciales régissant l'admission des élèves adultes.

Tour d'horizon, publication annuelle du ministère des Collèges et Universités, donne une idée des possibilités d'éducation post-secondaire en Ontario. On peut en obtenir un exemplaire en français ou en anglais à la Direction de l'information, ministère des Collèges et Universités, 6e étage, édifice Mowat, Toronto (Ontario) M7A 1B9.

Certificates and Diplomas

Certification

Upon completion of a course or a program of study, a student is granted the appropriate certificate. When a student has completed the requirements for the Ontario Secondary School Graduation Diploma or the Secondary School Honour Graduation Diploma through correspondence courses, the diploma is granted on the recommendation of the Director. All the certificates and diplomas have the same validity as the certificates and diplomas issued by Ontario elementary and secondary schools.

Secondary School Graduation Diploma

The path leading to the attainment of the Secondary School Graduation Diploma is as individual as the student who follows it. A student may obtain the requirements for the diploma by accumulating Ontario secondary school credits earned through Ministry of Education correspondence courses, in an Ontario secondary school (day or evening program), and/or in an inspected Ontario private school.

A student who is at least eighteen years of age and who has withdrawn from school for a period of at least one year may be granted credit allowances for maturity and length of time out of school, for the successful completion of equivalent courses that are not normally identified as secondary school courses, and for the successful completion of each period of an apprenticeship training program.

A correspondence courses student may inquire about requirements for obtaining a Secondary School Graduation Diploma by submitting official records and relevant information to the Registrar of the Correspondence Education Branch. An assessment may be deferred until the student has made progress in correspondence courses study.

Certificats et diplômes

Certificats

Après avoir terminé un cours ou un programme, l'élève obtient le certificat approprié. Quand il a satisfait aux exigences du diplôme d'études secondaires ou du diplôme supérieur d'études secondaires de l'Ontario en suivant les cours par correspondance, son diplôme lui est décerné sur la recommandation du directeur. Ces certificats et diplômes ont la même valeur que les certificats et diplômes décernés par les écoles élémentaires et secondaires de l'Ontario.

Diplôme d'études secondaires

Le chemin menant à l'obtention du diplôme d'études secondaires est différent pour chaque élève. L'élève peut satisfaire aux exigences du diplôme en accumulant de plusieurs manières des crédits d'écoles secondaires : cours par correspondance du ministère de l'Éducation, fréquentation d'une école secondaire de l'Ontario (cours du jour ou du soir) ou d'une école privée inspectée.

L'élève âgé d'au moins 18 ans, qui a quitté l'école pendant un an au minimum peut obtenir des crédits en raison de sa maturité et du temps qu'il a passé en dehors de l'école; pour avoir terminé avec succès des cours n'étant pas normalement reconnus comme des cours du palier secondaire mais qui leur sont équivalents; pour avoir terminé avec succès chaque période des cours de formation professionnelle.

Tout élève qui suit des cours par correspondance peut se renseigner sur les conditions d'obtention du diplôme d'études secondaires en envoyant les dossiers officiels et les renseignements appropriés au secrétaire de la Direction de l'enseignement par correspondance. On attend quelquefois pour en faire l'évaluation que l'élève ait progressé dans ses études par correspondance.

Secondary School Honour Graduation Diploma

Completion of the requirements for the Secondary School Honour Graduation Diploma is achieved through the accumulation of six Ontario secondary school Year 5 credits earned through Ontario Ministry of Education correspondence courses and/or Year 5 studies in an Ontario secondary school or an inspected private school.

Statement of Achievement

The Registrar of the Correspondence Education Branch will issue on the request of a student a statement of achievement indicating the courses completed and the credit value of these courses. Information regarding the student's progress in other courses will be included if requested.

Diplôme supérieur d'études secondaires

Pour satisfaire aux exigences du diplôme supérieur d'études secondaires, l'élève doit accumuler six crédits de secondaire V, soit en suivant les cours par correspondance du ministère de l'Éducation de l'Ontario, soit en suivant des cours de secondaire V dans une école secondaire de l'Ontario ou dans une école privée inspectée.

Relevé des résultats

Le secrétaire de la Direction de l'enseignement par correspondance remet à l'élève qui en fait la demande un relevé de ses résultats indiquant les cours terminés et le nombre de crédits obtenus pour ces cours. A l'occasion, le relevé contient également des renseignements sur les progrès de l'élève dans d'autres cours.

Courses Available

Course Codes

Each secondary school correspondence course is identified by a code that consists of one or two letters followed by three numerals. The letters represent the name of the course subject. The first numeral (1, 2, 3, 4, or 5) represents the secondary school year in which the course is customarily taken. The last two numerals serve to distinguish between different courses offered in the same subject in the same year. Most correspondence courses have a value of one credit; courses having a value of one-half credit are indicated with a code number ending in x. The following are examples of course codes:

E111 refers to a one-credit, Year 1 secondary school *English* course.

P300 and P301 refer to different one-credit, Year 3 secondary school *Physics* courses.

A401x refers to a one-half credit, Year 4 secondary school *Visual Arts* course.

Certain courses have been designated as either Canadian Studies or English Studies. These courses are identified in the course list with a (C) or an (E) after the course code.

Cours offerts

Code des cours

Chaque cours par correspondance au palier secondaire est identifié par un code qui consiste en une ou deux lettres suivies de trois chiffres. Les lettres représentent le nom du cours. Le premier chiffre (1, 2, 3, 4 ou 5) représente l'année d'école secondaire durant laquelle le cours est habituellement suivi. Les deux derniers chiffres servent à distinguer les différents cours offerts pour la même matière dans la même année. La plupart des cours par correspondance donnent droit à un crédit. Les cours donnant droit à un demi-crédit sont désignés par un numéro de code se terminant en x. Voici quelques exemples :

f151 se réfère au cours de français, secondaire I, donnant droit à un crédit.

f561 et f562 se réfèrent à deux cours de français, secondaire V, donnant droit à un crédit chacun.

A401x se réfère au cours *Visual Arts*, secondaire IV, donnant droit à un demi-crédit.

Certains cours intitulés *Canadian Studies* ou *English Studies* sont identifiés sur la liste par un C ou un E ajouté au code.

List of Courses/ List des cours

Business Studies

- Personal Typing TY102
- Basic Business Typing TY200
- Communications and Business Procedures I OP300
- Communications and Business Procedures II OP400
- Computer Fundamentals CF300
- Accounting I AC305
- Accounting II AC405
- Accountancy Practice AC503 (C)
- Pitman Shorthand I SH300
- Pitman Shorthand II SH400
- Marketing MK300
- Marketing MK400
- Business Organization and Management BO300 (C)
- Law LW402 (C)
- Business Practice BP100

English

- English E130 (E)
- English E160 (E)
- English E111 (E)
- English E211 (E)
- English E311 (E)
- English E421 (E)
- English E422 (E)
- English E521(E)
- English E522 (EC)
- Canadian Studies
- English E302x (E)
- Readings in Archaeology
- English E304x (E)
- Readings in Science Fiction
- English E306x (E)
- Readings in Ecology
- English E308x (E)
- Grammar

English E402x (E)

- Readings in Wilderness
- English E404x (E)
- Readings in Flight
- English E406x (E)
- Perspectives of Prose
- English 408x (E)
- Creative Writing

Français

- Français f151
- Français f251
- Français f351
- Français f451
- Français f561
- Français f562 (C)

French and German

- French F101
- French F201
- French F111x
- French F301
- French F401
- French F521
- French F522
- German GR501

Geography

Geography G103
Geography G203 (C)
Geography G300
Geography G301
Geography G311x
Fundamentals of Physical Geography
Geography G400
Geography G401
Urban Studies G403 (C)
Geography G503 (C)

History and Social Sciences

History H200
History H201 (C)
History H203x (C)
History H205x (C)
World Politics WP300
History H301
History H305
Economics EN400 (C)
Man in Society MS400 (C)
History H401
Economics EN 501
History H503 (C)

Latin and Classical Studies

Latin L211
Latin L311
Classical Studies L312x
Latin L401
Latin L521
Latin L522

Mathematics

Series A
Mathematics M111x
Mathematics M101
Mathematics M201
Mathematics M303
Mathematics M403
Mathematics M511
Mathematics of Investment
Mathematics M521
Relations and Functions
Mathematics M522
Calculus
Mathematics M533
Algebra
Series B
Mathematics M100
Mathematics M200
Mathematics M302
Mathematics M400
Mathematics M411x
Introduction to Statistics
Mathematics M511
Mathematics of Investment
Mathematics M522
Calculus
Series C
Mathematics M160
Basic Arithmetic
Mathematics M220x
Consumer Computations
Mathematics M222x
Consumer Computations
Mathematics M320x
Investment Computations
Mathematics M322x
Business Computations
Mathematics M420x
Investment Computations
Mathematics M422x
Business Computations

Science

Science SC101

Science SC201

Geology GL302

Physics P300

Physics P301

Physics P503

Chemistry C401

Chemistry C404

Chemistry C501

Biology BY402

Biology BY501

Technical Subjects

Carpentry CY300

Drafting D202

Basic Drafting

Drafting D300x

Standard Drafting Practice

Drafting D302x

Introduction to Mechanical Drafting

Drafting 304x

Introduction to Architectural Drafting

Drafting D308x

Introduction to Blueprint Reading

Drafting D318x

Intermediate Blueprint Reading

Visual Arts

Art A200

Beginning in Art

Theatre Arts TA300

The Performing Art

Art A301

Through Artists' Eyes

Art A302x

Prints Without a Press

Art A303x

Art to 1500

Commercial Art CA400x

Art for Commerce and Industry

Film Arts FA402x

The Camera's Eye

Film Arts FA404x

Cinematography

Art A401x

Composing Your Art

Art A402x

Style in Art

Art A403x

Great European Art

Art A501

The Artist's Study

Course Descriptions/ Description des cours



Business Studies

The following twenty-lesson courses are offered:

Business Practice BP100

Personal Typing TY102

Basic Business Typing TY200

Accounting I AC305

Accounting II AC405

Accountancy Practice AC503

Business Organization and Management BO300

Computer Fundamentals CF300

Marketing MK 300

Marketing MK400

Communications and Business Procedures I OP300

Communications and Business Procedures II OP400

Pitman Shorthand I SH300

Pitman Shorthand II SH400

Law LW402

Business Practice BP100

The object of this course is to give students some basic knowledge of modern business practices so that they may carry out common business transactions. It is an elementary course dealing with business procedures as they apply to a student's personal, social, and business life.

Personal Typing TY102

This introductory course provides a student with sufficient background in typing for personal use, together with a sound foundation for further development of the skill. (The student must provide a typewriter.) The development of correct techniques for touch-typing is stressed throughout the course. The topics covered include the set-up and placement of material, composing at the typewriter, simple tabulation, personal letters, and business letters.

Basic Business Typing TY200

This course is designed to develop and expand the skills begun in Personal Typing TY102. It reviews the basic skills and includes advanced tabulation, business letters, business forms, and duplicating methods. There is considerable practice in composing at the typewriter and sustained copy typing. Students who request enrolment in this course should have completed TY102 or the equivalent. (Students must provide a typewriter.)

Accounting I AC305

(replaces AC303)

This beginner's course in accounting introduces the basic principles, concepts, and procedures of accounting and bookkeeping. Topics include: the journal, the ledger, the profit and loss statement, the balance sheet, the synoptic journal, and special transactions. In addition to these principles, the course deals with the basic use of flow charts, with special attention to business systems and procedures.

Accounting II AC405

(replaces AC403)

A continuation of AC305, this course is designed to expand the student's knowledge of accounting as applied to special journals, bank reconciliation, payroll, adjustments, classified statements, voucher systems, partnerships, and corporations. A student who completes this course should be able to maintain a set of books for a small business or fill a junior accountant's position.

Accountancy Practice AC503

This course teaches Canadian accounting practices. It begins with a study of some of the fundamental bookkeeping principles, then offers a detailed study of accounting procedures for a proprietorship, a partnership, and a limited company. Specialized procedures, such as the handling of manufacturing or departmental accounts, are studied. Considerable emphasis is placed on the theory behind accounting systems and on the accountant's use of the data supplied by each system. The course does not prepare a person to be a professional accountant; to achieve that objective, study with a professional accounting society is required.

The text is:

Leonard, W. G., and Beard, F. N. *Canadian Accounting Practice*. 2nd ed. Toronto: McGraw-Hill Ryerson, 1963.

Business Organization and Management BO300

This course explores the world of business. It examines the way in which businesses are owned, organized, and managed. The different forms of business ownership are studied, with emphasis on the corporate form and an examination of the problems of large corporations. The effects on business of the activities of the three levels of government are examined. The second half of the course involves a specific study of business operations, including preparations for production and the complexities of the actual production process. The departments of a large business, such as the finance department and the personnel department, are discussed. (The course is not intended to qualify the student as a business administrator or manager; it is designed to develop an understanding of the complexities of the business world.)

Computer Fundamentals CF300

By explaining automatic and electronic data processing theories and procedures, this course aims to dispel some of the mystique that is traditionally associated with computers. The course covers such topics as the punched card, the binary system, computer storage, flowcharting, machine language, data recording media, computer concepts, and includes an introduction to logic. Upon completion, students will have a basic understanding of how a computer works and how a computer program is made.

Marketing MK300

Written with the consumer's point of view in mind, this course gives the student an understanding of the various aspects of marketing, with emphasis on retail merchandising. It begins with an examination of retailing in general and then looks at different types of retail operations, including the department store and discount store. The mechanics and complexities of establishing and operating a retail store are outlined under such topics as: types of ownership, selection of location, selection of equipment, merchandise purchasing and pricing policies, and setting. After completing the course, the student should have a better understanding of retailing and be a more careful shopper.

Marketing MK400

The principles of sales promotion and advertising will be studied in detail. The course covers such topics as: market research, consumer demands, advertising media, trademarks, packaging, and sales promotion. After completing this course, the student should be better able to recognize excellence in marketing.

Communications and Business Procedures I OP300

This course covers basic office procedures and helps students to improve their typing skills. (The student must provide a typewriter.) The topics include data processing methods, principles of filing, transportation services, postal facilities, legal forms, duplicating equipment, and financial statements. A student who requests enrolment in this course should have completed personal and basic business typing courses or the equivalent.

Communications and Business Procedures II OP400

This course provides further development of typing skills and additional information on modern office procedures. It deals with secretarial techniques, business equipment, legal forms and documents, manuscripts, itineraries, and filing systems. A student who requests enrolment in this course should have completed OP300 or the equivalent. (The student must provide a typewriter.)

Pitman Shorthand I SH300

This introductory course in Pitman shorthand covers the work in the *New Basic Course in Pitman Shorthand*, with additional transcription material supplied in the lessons. Controlled dictation is provided by means of records. (The student must obtain a record player capable of playing the 45 r.p.m. records that are supplied, and provide a typewriter.) As stenographic work requires a good background in English and typing, a student should have completed several courses in English and at least an introductory typing course before requesting enrolment. Completion of this course provides a sound foundation for Pitman Shorthand II SH400.

Pitman Shorthand II SH400

This advanced course in Pitman shorthand is primarily a dictation and transcription course designed to increase a student's speed in taking dictation and in producing an accurate and attractive transcript at the typewriter. The text is *Pitman Shorthand Dictation and Transcription*, which places increased emphasis on phrasing and expansion of vocabulary. Controlled dictation is provided by means of records. (The student must obtain a record player capable of playing both 45 and 33-1/3 r.p.m. records, and provide a typewriter.) The background for this course is provided by TY200 and SH300 or equivalent courses.

Law LW402

Canadian law as it applies to ordinary business and private affairs is the subject of this introductory course. The student gains some knowledge of legal rights and obligations and learns to recognize situations that require professional legal advice. The course does not prepare the student to handle legal affairs. It begins with a brief consideration of the origins of law, classes of law, and the administration of law, then proceeds to a more detailed study of family law, criminal law, the laws of contracts, negotiable instruments, employment, and sales.

English

The following twenty-lesson courses are offered:

- English E130**
- English E160**
- English E111**
- English E211**
- English E311**
- English E421**
- English E422**
- English E521**
- English E522**

The following ten-lesson, Year 3 and Year 4 courses are offered:

- English E302x**
- Readings in Archaeology**

- English E304x**
- Readings in Ecology**

- English E306x**
- Readings in Science Fiction**

- English E308x**
- Grammar**

- English E402x**
- Readings in Wilderness**

- English E404x**
- Readings in Flight**

- English E406x**
- Perspectives of Prose**

- English E408x**
- Creative Writing**

A mature student who has been active in the business world or has read widely should be capable of working successfully in a Year 3 course in English. Even if the student has done no formal work in Year 1 or Year 2 English in secondary school, enrolment in English E311 or in any of the ten-lesson courses may be requested.

English E130 (new course)

Like playing tennis or driving a car, expressing yourself in writing requires practice. Here is a new course in basic English especially designed to improve your ability with written language. In each lesson you encounter real-life situations in such areas as health, recreation, and the law, and in such social and business contexts as the writing of letters and the completion of forms. Short practical tasks help you to use language with ease and to read, think, and write about a series of topics directly related to daily life. This course is useful both to students whose native language is English and to those for whom English is a second language. A dictionary will be provided; no other text is required for this course.

English E160

This traditional course, intended for students who would like remedial work in English before undertaking the subject at the secondary school level, offers a review of grammar and practice in both spelling and writing. The program also includes a study of word meanings and experience in understanding the writings of others. A number of texts, including a short novel, and aids such as a dictionary and workbooks will be provided.

English E111

This is a comprehensive first-year course in high school English. A selection of short stories and two action-filled novels, one of them a science-fiction work, form the greater part of the reading for this course. Plays and poems make up the remainder of the literature selections. Practice in writing short assignments as well as a review of the use of language will help the student to communicate more clearly.

English E211

Writers employ a number of long-established literary forms such as the novel, the short story, the play, and poetry in order to present their ideas. Examples of these forms including writings by Nevil Shute, John Wyndham, and Kenneth Bagnell are introduced and explored in this course. In addition, this program is intended to be helpful in improving students' knowledge of grammar and word usage by giving them the opportunity to exercise their writing skills and have them evaluated.

English E311

The emphasis in this varied English program is on enjoyment. Students will have an opportunity to express their own ideas in discussions based on various short stories and the contemporary novel *To Kill a Mockingbird*. The drama section offers a brief look at the theatre in Canada and a choice of either a group of short contemporary plays or a modern approach to *Romeo and Juliet*. Students are also encouraged to assess the mass media – print, radio, film, and television – which play such a dominant role in contemporary life. Practice in writing effective social and business letters as well as experience in developing writing skills provide students with a good preparation for the business world or further education.

English E421

This advanced-level course provides a good foundation for English study in Year 5 and beyond. The reading selections are varied: short stories and essays, short and longer poems, one-act and full-length plays, the short and full-length novel. Among the literary works proposed for study are such well-known titles as *Miss Julie* (Strindberg), *The Pearl* (Steinbeck), *Sons and Lovers* (D. H. Lawrence) and a choice of *Macbeth* (Shakespeare) or *Death of a Salesman* (Arthur Miller), offered as an alternative. Many of the lessons allow for student choice. The course encourages students to read, think, and write with literary insight.

English E422

(new course)

Here is an invitation to adventure. This English program is designed to help students discover several forms of literature and learn more about themselves. Twenty lessons encourage students to express their opinions on various pieces of writing (short stories, poems, plays, essays, and novels) and to explore contemporary issues. The language usage section of each lesson is directly related to students and their everyday encounters with language. How easily are we persuaded by what we read and see? Are we critical enough in our reactions to television, radio, and newspapers? To what extent are we concerned about our own use and appreciation of language? Practice in the completion of forms and letters of application and the writing of reports will help to prepare students for the business world.

English E521

This is an updated, valuable program for any student of English at the senior level. A comparative study of various forms of literary writing (the short story, the essay, poetry, drama, the novel) provides students with an opportunity to evaluate literature, to express their opinions, and to improve their writing. Instruction and practice in précis and essay writing prepare students for work at the post-secondary level. The course is intended to develop two basic skills: appreciative reading and effective writing.

The texts are:

Charlesworth, R., and Lee, D., eds. *Anthology of Verse*. Toronto: Oxford University Press, 1964.

Ford, M. *Techniques of Good Writing*.

Toronto: The Book Society of Canada, 1961.

Giraudoux, J. *The Madwoman of Chaillot*.

Toronto: McGraw-Hill Ryerson, 1969.

Hemingway, E. *A Farewell to Arms*. New York: Charles Scribner and Sons, 1957.

Shakespeare, W. *Hamlet*. Falcon edition, Toronto: Longman Canada, 1963.

English E522

What is a Canadian? How is the Canadian sense of identity reflected in the writings of our authors – of those who were born here and of those who, like Susannah Moodie, came as immigrants? Morley Callaghan, Margaret Atwood, Gabrielle Roy, and Mordecai Richler are among the well-known contemporary authors who bring wit and insight to the Canadian experience. The student will also encounter a host of other Canadian writers in this course designed for the reader who wants to learn more about this country's literary heritage.

Basic texts for the course are: Mandel, Eli. *Poets of Contemporary Canada*. Toronto: McClelland & Stewart, 1972. Mickleburgh, Brita. *Canadian Literature*. Toronto: McClelland & Stewart, 1973.

English E302x**Readings in Archaeology**

This course consists of readings, in prose and poetry, on the theme of archaeology. The course is recommended for students who have a particular interest in past civilizations and archaeological discoveries. Three main civilizations are examined: the Minoan Crete, the Mayan, and the Viking. The course includes assignments designed to develop the student's writing skills.

English E304x**Readings in Ecology**

Our vital need to live in harmony with our environment is the theme of this course of readings on overpopulation, pollution, and the wastage of our natural resources. Students develop writing skills through assignments that encourage them to express their opinions on these vital issues.

English E306x**Readings in Science Fiction**

This ten-lesson course explores some of the ways in which well-known twentieth-century writers have imagined the future. The absorbing variety of short stories and novels selected take an imaginative look at our future on earth and in the vast reaches of space. Included in the program of study are such classics as *Brave New World* and *2001: A Space Odyssey*. Each lesson of the course provides the student with experience in developing critical and creative potential as a writer.

English E308x**Grammar**

This course will be useful to students who want to "brush up" their grammar. Acceptable forms and appropriate levels of usage in business and in more general situations are examined and the reasoning behind them explored. The emphasis of the approach is constructive rather than corrective.

English 402x**Readings in Wilderness**

Is our wilderness truly a dwindling heritage? If so, why is it being diminished, and by whom? Should we try to save it? How? Some of the answers that men and women of various times and places have suggested to these vital questions are presented in this course of prose and poetry readings. Assignments encourage students to develop their powers of self-expression. Recently published books and articles update the course and stimulate students to form and express their ideas on this vital topic.

English E404x**Readings in Flight**

From Leonardo Da Vinci's Flying Machine (1452) to the moonwalk, this ten-lesson course chronicles the adventurous story of flight. First-person accounts by early flyers and illustrations of aircraft supplement the exciting novels in the course. The readings serve as a stimulus to the development of writing skills.

Français

English E406x Perspectives of Prose

This ten-lesson course examines the perspectives from which some of the outstanding thinkers of our time view the contemporary world in essays, radio talks, newspaper columns, and literary studies. Northrop Frye, Robert Graves, E. M. Forster, Arnold Toynbee, Joseph Wood Krutch, Archibald MacLeish, and John Ciardi are among the scholars and writers whose works are considered. The course gives students perspective as they consider the skills of the writer's art and learn to read with understanding and enjoyment. The lessons are challenging and develop an awareness of the creative give-and-take process between writer and reader.

English E408x Creative Writing

Students with an urge to write or with an interest in improving their writing will find the models and assignments in this course helpful. While the course has been structured to meet several kinds of writing needs and develop certain writing skills, the creative assignment in each lesson gives the student an opportunity for undirected, personal expression. The reading selections are intended to increase appreciation of various writing styles and techniques and to extend reading interests.

Les cours de français destinés aux élèves francophones comprennent vingt leçons chacun et correspondent aux cours du programme avancé.

Le programme d'études comprend les cours suivants :

Français f151
Français f251
Français f351
Français f451
Français f561
Français f562

Français f151

Ce cours s'adresse aux élèves qui ont complété le programme de la 8e année du cours élémentaire en langue française, ou l'équivalent. Chacune des vingt leçons de ce cours se développe autour d'un thème, la composition et la grammaire s'y rapportent directement. La partie littérature permettra aux élèves de prendre connaissance des grands auteurs de la littérature française et canadienne-française. Le programme d'études inclut les ouvrages suivants : *Lettres de mon moulin* (Daudet), *Le Lion* (Kessel), *Le Voyage de M. Perrichon* (Labiche). Ce cours donne aux élèves la préparation nécessaire au cours de français f251. Les élèves de langue anglaise qui lisent, écrivent et parlent couramment le français au niveau de la 8e année peuvent s'inscrire à ce cours s'ils le désirent.

Français f251

Ce cours s'adresse aux élèves qui ont complété le cours de français f151 ou l'équivalent. Outre l'étude de nombreux morceaux choisis de prose et de poésie française et canadienne-française, le programme d'études inclut les ouvrages suivants : *Maria Chapdelaine* (Hémon), *Contes du lundi* (Daudet), *Il ne faut jurer de rien* (Musset). Ce cours donne aux élèves la préparation nécessaire au cours de français f351.

Français f351

Ce cours s'adresse aux élèves qui ont complété le cours de français f251 ou l'équivalent. Outre l'étude de nombreux morceaux choisis de prose et de poésie française et canadienne-française, le programme d'études inclut les ouvrages suivants : *L'Avare* (Molière), *Le Grand Meaulnes* (Fournier), *Zone* (Dubé). Ce cours donne aux élèves la préparation nécessaire au cours de français f451.

Français f451

Ce cours s'adresse aux élèves qui ont complété le cours de français f351 ou l'équivalent. Chaque leçon de ce cours comprend deux parties : a) Étude de textes; b) Étude de la langue et de ses éléments. Outre l'étude de nombreux morceaux choisis de prose et de poésie française et canadienne-française, le programme d'études inclut les ouvrages suivants : *Le Cid* (Corneille), *Cyrano de Bergerac* (Rostand), *Vol de nuit* (Saint-Exupéry). Ce cours donne aux élèves la préparation nécessaire au cours de français f561.

Français f561

Ce cours s'adresse aux élèves qui ont complété le cours de français f451 ou l'équivalent. Le programme offre l'étude d'ouvrages classiques et modernes, comprenant des pièces de théâtre : *Andromaque* (Racine), *Topaze* (Pagnol), des romans : *Les Saints vont en enter* (Cesbron); *Rue Deschambault* (Gabrielle Roy); des morceaux

choisis de prose et de poésie. La partie *étude de la langue* comprend l'étude de la syntaxe et quelques notions de phonétique. L'élève acquerra la maîtrise de la langue parlée et écrite comme instrument de communication, avantage appréciable tant au point de vue professionnel que culturel.

Les manuels à l'étude sont les suivants : *Andromaque* (Racine), *Les Petits Classiques Bordas : Topaze* (Pagnol), *Livre de Poche* no 294; *Les Saints vont en enter* (Cesbron), *Livre de Poche* no 2301-02; *Rue Deschambault* (Gabrielle Roy), édition ordinaire; *Le Plan*, *Livre de l'élève* (L. Geslin et J. M. Laurence); *Initiation à la phonétique* (R. Bergeron); *Précis de grammaire française* (Grévisse).

Vous trouverez sans doute les manuels mentionnés ci-dessus dans une librairie de votre localité. Cependant, au cas où vous auriez de la difficulté à vous les procurer, vous pouvez les obtenir en écrivant à l'adresse suivante : *Le coin du livre*, 263, rue Dalhousie, Ottawa, Ontario, K1N 7E3. Ayez soin de vous procurer les éditions indiquées ci-dessus afin de pouvoir vous reporter aux références mentionnées dans le cours.

Français f562

(nouveau cours)

Ce cours s'adresse aux élèves qui ont complété le cours de français f451 ou l'équivalent. Le programme est une étude approfondie du théâtre canadien-français. Le manuel de base est *Le Théâtre québécois* de J. C. Godin et L. Mailhot. Les œuvres suivantes sont à l'étude : *Sonnez les matines* de Félix Leclerc, *Bousille et les justes* de G. Gélinas, *Au cœur de la rose* de P. Perrault, *Au retour des oies blanches* de M. Dubé, *Le Temps sauvage* de A. Hébert.

Outre l'intérêt que présente pour tous le théâtre canadien-français, ce cours est particulièrement utile aux élèves qui ont l'intention de se spécialiser dans le théâtre.

French and German

The French courses are designed principally for students whose first language is English and who wish to begin or continue their study of French as a second language.

The following twenty-lesson courses are offered:

French F101
French F201
French F301
French F401
French F521
French F522
German GR501

The following ten-lesson course is offered:

French F111x

French F101
 Students who have not learned French in the past will wish to begin their studies with French F101. From the very beginning of the course, the student will start to acquire such important language skills as reading, writing, and translating. Work with spoken French is conducted by means of phonograph records. At the conclusion of this course, the student will be prepared to begin French F201.

French F201

This course enables students who have completed French F101 or its equivalent to continue the development of their French-language skills. Records for help with the spoken language are supplied. Students are introduced to simple prose selections designed to increase their ability to read everyday French. This course prepares the student for French F301.

French F111x

Many adults who wish to begin French studies once again have completed at least two years of formal French study in secondary school. Although such students have often forgotten much grammar and vocabulary, they are able to recall the essentials through a short review. Thus, instead of working through the 40 lessons of French F101 and French F201, these students may take this ten-lesson refresher course. French F111x enables students to proceed to French F301 or to French F401 if they already have the equivalent of F301; it should be noted, however, that French F111x only covers the first two years of secondary school French and thus is not an adequate preparation for French F521 and French F522.

French F301

In French F301 students will continue to develop the language skills begun in earlier courses. An important feature of F301 is the introduction of more challenging readings in French prose. This intensive reading is important groundwork for acquiring the ability to read the various styles of French currently in use. As in the earlier correspondence courses, the student is lent phonograph records for practice with the spoken language. Students who wish to enrol in French F301 are expected to have completed French F201 or its equivalent.

French F401

The aim of French F401 is to continue the development of mature language skills begun in French F301. Along with grammar and translation studies, the student will read French texts designed to build vocabulary and to enhance both reading and writing ability. Practice in oral comprehension and spoken French is provided through a series of records supplied with the lessons. The student who enrols in French F401 is expected to have completed French F301 or its equivalent.

French F521

This senior French course combines reading (short stories and a modern play) and composition (grammar study and writing practice). As in earlier courses, oral practice and comprehension studies are conducted by means of phonograph records. Students are expected to have completed French F401 or its equivalent before they attempt French F521.

On completion of French F521 students should be able to read and write everyday French, and also should be able to express themselves adequately in most conversational situations.

The texts are:

Gélinas, G. *Hier les enfants dansaient*. Ottawa: Éditions Leméac, 1968.
 Jeanneret, F. C. A.; Hislop, E. E.; and Lake, M. H. *Cours moyen de français*. Part II. Toronto: Clarke, Irwin & Co., 1968.
 Maupassant, Guy de. *Contes choisis de Guy de Maupassant*. Toronto: Clarke, Irwin & Co., 1967.

French F522

French F522 should appeal especially to students who intend to continue their study of French beyond secondary school. Advanced grammar topics are included in the course, but the major emphasis is on developing a good writing style. The study of texts in French F522 provides guidance in the appreciation and critical study of French literature. Phonograph records are provided for practice with the spoken language. Students may study French F521 and French F522 concurrently but are expected to have completed French F401 or its equivalent before enrolling in French F522.

The texts are:

Carlut, C., and Meiden, W. *French for Oral and Written Review*. Toronto: Holt, Rinehart and Winston of Canada, 1968.
 Molière, J.-B. *Le bourgeois gentilhomme*. Toronto: The Copp Clark Publishing Company, 1947.
 _____. *Tartuffe*. Paris: Éditions Bordas, 1969.
 Roy, Gabrielle. *Rue Deschambault*. Montréal: Librairie Beauchemin, 1974.

German GR501

German GR501 is designed to present a balanced program for the development of language skills. The main stress of the course is on advanced grammar study and on reading and writing modern German. Reading materials focus on social and cultural topics relevant to post-war Germany. Students enrolling in German GR501 are expected to have completed a Year 4 secondary school German course or its equivalent.

The texts are:

Winkler, G., et al. *A-LM German*. Level Three. 2nd ed. Toronto: Longman Canada, 1971.
 _____. *Student Exercise Book for A-LM German*. Level Three. 2nd ed. Toronto: Longman Canada, 1971.

Geography

The following twenty-lesson courses are offered:

Geography G103
Geography G203
Geography G300
Geography G301
Geography G400
Geography G401
Urban Studies G403
Geography G503

The following ten-lesson Year 3 course is offered:

Geography G311x
Fundamentals of Physical Geography

A mature student may request enrolment in any of the Year 3 or Year 4 courses, even if no work has been done in Year 1 or Year 2 Geography.

Geography G103

(replaces G101)

This course examines the continents of Europe and Asia. Since the most important nation under study stretches across both continents, these are combined into the large area of Eurasia. Populations and topographies of certain European and Asiatic countries are examined separately. The course seeks to foster a sympathetic understanding of problems that may seem remote to most Canadians. The coloured maps and illustrations in the newly revised text, combined with the illustrative materials in the lessons, help to make this an interesting and up-to-date course. The texts are *The Canadian Oxford School Atlas* and *Through Europe and Asia* (revised).

Geography G203

(replaces G201)

Whether they have travelled widely in their country or have simply studied maps, photographs, and films, Canadians are aware of the great diversity of Canada's geography. This diversity and the contrast between the vast size and the small scattered pockets of population create many problems and offer almost unlimited possibilities for study.

The first part of this course is an introduction to the physical landscape of Canada, from which a firm understanding of the origins and appearance of the land can be established. Based on this knowledge the settlement and economic development of Canada can be better appreciated and many current problems seen in a clearer perspective.

This course is particularly suited to students who have been away from studies for some time, as it enables them to use personal experience as well as textual material as resources for completing assignments. Many opportunities exist for students to research topics of their choice and conduct geographical investigations in their own neighbourhood.

Geography G300

The fishing banks of Newfoundland, the farms of Ontario, the mines of the Pre-Cambrian Shield, the oil fields of the west – what is the economic contribution of each of Canada's regions and how do they depend on one another? How do geographic factors influence the economic relationship of Canada and the United States? In addition to these questions, this course examines regional and local topics such as methods of land use, forestry procedures, the tourist industry, life in the Arctic, and national and human resources. Topographic maps are studied.

Geography G301

Land and people: how do they interact, how do they affect one another? In the section of this course dealing with *human* geography, examples of human adaptation to various environments are examined and contrasted. Specific problems of rural and urban development are also studied. This course differs from the geography courses that most students are familiar with, since it takes a systematic rather than a regional approach.

The second of the two main areas into which the study of geography is divided is that of *physical* geography. Emphasis is placed on the basic skills of the geographer, including

the ability to read and interpret aerial photographs, topographic maps, weather maps, and charts. The texts are *The Canadian Oxford School Atlas*, *Geographic Fundamentals*, and *Land, Climate and Man*.

Geography G311x

Fundamentals of Physical Geography

Explorations of the moon's surface may make headlines, but how much do most of us know about the earth on which we live? This course in physical geography includes such topics as earth structure, rock structure, continental drift, land forms created by running water and wind, elements of climate, climatic classification, natural vegetation, and soils. Special attention is given to the reading and interpretation of topographic maps, aerial photographs, and weather maps. This course is designed to provide geographic skills and knowledge necessary for more advanced Geography courses, including G503.

Geography G400

The prime concern of these environmental studies is the importance of the conservation of the natural resources of the world. The soils, vegetation, lakes, rivers, minerals, and industrial resources, as well as the precipitation and other climatic factors of various regions of the world, are studied as resources and examined in terms of their importance for the continuation of life. The methods whereby people can make wiser use and renew the resources of the environment are closely examined. Students are required to do assignments with topographical and weather maps. The texts are *Landscapes of the World* and *The Canadian Oxford School Atlas*.

Geography G401

This is a Year 4 course and requires a knowledge of the fundamentals of both physical and human geography. Selected areas in the United States, Europe, and Asia and related topographic maps and aerial photographs are examined. Problems such as political boundaries, overpopulation, and the relationship between the metropolis and its rural surroundings are studied within the

context of the selected areas. The texts are *The Canadian Oxford School Atlas* and *Selected Studies in Regional Geography*.

Urban Studies G403

The causes and consequences of modern Canadian urban development as well as the nature of cities and towns in Ontario and Canada are the themes of this course. Urbanization, urban problems in large Canadian cities, pioneer settlements, small towns in Ontario, and an in-depth study of Toronto are among the topics covered. The student is given the opportunity to do optional research on the Mid-Canada Development Corridor or a study of the local community. The texts are *Urban Prospects*, *Patterns of Settlement in Southern Ontario*, and *Toronto: An Urban Study*.

Geography G503

Canada's geography is a dynamic one. In less than a generation Canada has been transformed from a country of farmers, miners, fishermen, and woodsmen to one where urbanization and industrialization are key factors in the nation's economy and future prosperity. Yet Canada is a diverse nation with many different regions, each having its own distinctive characteristics and problems. This course aims to involve the student in a deeper understanding of Canada and its existence as a collection of regions that together make up a highly distinctive country. Students wishing to enrol in this course must have a good grounding in physical and human geography, such as that provided in G311x. Resources for study include a recent text, a book of readings, and numerous up-to-date references, together with air photographs and topographic maps.

The texts are:

Irving, R. M. *Readings in Canadian Geography*. Rev. ed. Toronto: Holt, Rinehart and Winston, 1972.

Putnam, D. F., and Putnam, R. G. *Canada: A Regional Analysis*. Toronto: J. M. Dent and Sons, 1970.

History and Social Sciences

The following twenty-lesson courses are offered:

- History H200
- History H201
- World Politics WP300
- History H301
- History H305
- Economics EN400
- Man in Society MS400
- History H401
- Economics EN501
- History H503

The following ten-lesson courses are offered:

- History H203x
- History H205x

Mature students may request enrolment in any of the Year 3 or Year 4 courses – History H301, History H305, History H401, World Politics WP300, Economics EN400, Man in Society MS400 – even if they have done no work in Year 1 or Year 2 History.

History H200

This survey of two centuries of Britain's history – from 1760 to the present – stresses several important themes: the rise and fall of Britain's empire, the Industrial Revolution and its far-reaching effects, the struggle for political and social rights, the role of the British people in two world wars, the rise of the Commonwealth, and Britain's technological development and problems. The content is similar to that of Year 1 History courses offered in many of the secondary schools of Ontario. The texts are *The British People, 1760-1902* and *Britain in the Modern World: The Twentieth Century*.

History H201

Canada in the twentieth century is the subject of this course. The major themes include Canada's economic development in the early 1900s, Canada's part in two world wars, the "roaring twenties", the Depression of the thirties, and major developments in Canada after 1945. Linked with these topics is an emphasis on Canada's relationship to Britain and the United States. The study concludes with a brief examination of some major aspects of Canadian government. *Decisive Decades (revised)* and *Canadian Democracy at Work (revised)* are the texts used.

History H203x

What are the key issues in Canada today? Foreign ownership? National unity? Unemployment? Immigration? How does one begin to understand such important issues? This course offers one approach. It focuses on one issue – Canadian national unity – in both its contemporary (FLQ crisis, 1970) and historical (the Riel Rebellions) contexts. The skills developed in analysing the issue of national unity should enable the student to examine other issues independently. There is no textbook with this course: the readings have been compiled from pamphlets, articles, and newspaper clippings.

History H205x

There is an old saying that "in life two things are certain: death and taxes." To this statement we could add a third certainty: government. Government influences all of us. But how much do you know about how Canada is governed?

This course examines the fundamentals of our federal system and provides a valuable basis for understanding its operation. *Canadian Democracy at Work* is the basic textbook. Photographs and additional information supplement the text.

World Politics WP300

Government on all levels is playing an increasingly important part in the lives of all of us. Do we, as citizens, have the necessary understanding to participate in the political process? This course discusses the organization of government; aspects of different systems of government such as Nazism, communism, and democracy; the role of the individual in government; the "Third World"; the origins and impact of war; the meaning and growth of nationalism and internationalism, and implications for the future. Readings and illustrations are included in the lessons. The resource text is *Inside World Politics*.

History H301

Modern civilization owes much to the ancient and medieval worlds. The themes covered in this study focus on the contributions that past civilizations have made to present ones, in particular to Western civilization. The first ten lessons examine the ancient history of Greece and Rome; the last ten lessons focus on some of the mainstreams of medieval history.

Included in the medieval section are lessons on feudalism, the influence of Roman Catholicism, the rise of business, the Renaissance, the growth of Protestantism, and the beginnings of the modern nation state. Pamphlets, documents, and illustrations supplement the text *The Enduring Past*.

Note: Students enrolled in History H301 may not take History H305.

History H305

Our heritage from medieval and Renaissance Europe is emphasized in this survey of the evolution of Western civilization from approximately 400 A.D. to 1600 A.D. Topics include a study of the great events, institutions, art and other aspects of culture, as well as the forces that shaped the development of Europe during the turbulent period of history extending from the declining years of the Roman Empire, through the Middle Ages, to the era of Renaissance and Reformation. The texts are *The Emergence of Europe*, *Civilization in Perspective*, and *Renaissance and Reformation* (Unit 1 of *Europe and the Modern World*).

Note: Students enrolled in History H305 may not take History H301.

Economics EN400

Should the Canadian economy be merged with that of the United States or should it be made more independent? What causes inflation and unemployment? Can the cycle of ups and downs in the economy be modified? Would Canada's economic position improve with a larger population? Does Canada need a more generous system of social security or is the present system too generous? Through an examination of these and other important questions, the student gains knowledge of the principles of modern economics. The texts are *Economics: A Search for Patterns* and *Contemporary Canada: Readings in Economics*.

Man in Society MS400

The objectives of Man in Society are: to lead students to an understanding of some of the institutions and forces in contemporary life, to enable them to make an assessment of their relationship to the society in which they live,

and to provide some understanding of other societies. The character of humans, their aggressiveness, their prejudices, their cultures, their roles, and their "races" are examined initially. The remaining lessons examine the problems of humanity, the institutions of Canadian society, and the impact of technology on the modern world which is turning our planet into a "global village". The text is *A Social View of Man*.

History H401

Personalities, ideas, events, institutions – these are the ingredients that shape history. In this survey of world history from the seventeenth century to the present, the student becomes better acquainted with personalities such as Napoleon, Voltaire, Bismarck, Churchill, Mao Tse-Tung; examines ideas such as socialism, Marxism, Nazism and democracy; traces events such as the French and Russian Revolutions; and studies institutions such as the United Nations. Asian issues and the problems of the "Third World" are also discussed. Pamphlets and documentary readings supplement the text *Modern Perspectives*.

Economics EN501

Economics is a topic of everyday concern both to the world's leaders and to ordinary citizens. This course offers tools and practical methods for understanding and coping with current economic questions. Emphasis is placed on the problems and issues that underlie economic policy and that affect economic growth, stability, and security. Pure economic theory is avoided as much as possible in order to focus on the reality of what is happening today – to see economics as one aspect of our present social structure and to realize the interrelation of economic problems, social issues, and political decisions. Students are encouraged to defend reasoned positions on current controversial public policy issues.

Although no specific prerequisites are required, students should have completed Year 4 courses in Economics, History, or English, or have some equivalent educational background to provide them with the reading and writing skills necessary for successful completion of Economics EN501.

The texts are:

MacDonald, H. H.; Silk, L. S.; and Saunders, P. *The World of Economics*. Toronto: McGraw-Hill Ryerson, 1971.

Pal, I.-D., ed. *Canadian Economic Issues: Introductory Readings*. Toronto: Macmillan Co. of Canada, 1971. (Paperback)

History H503

(replaces H501)

This course offers students an opportunity to examine and interpret the many aspects of the people and events that make up Canada's history.

The historical method will be used to examine a variety of Canadian themes: native peoples; the origin of French-Canadian nationalism; the pressures of Confederation; the agony of conscription; life during the Depression; and Canada's developing autonomy.

Students will also select two of three topics for in-depth study. The first examines immigration to Canada; the second offers a look at Ontario's history; the third provides directions in the writing of local history.

The basic text is supplemented by a variety of resources that are provided with the lesson material.

The basic text is:

Herstein H. H.; Hughes, L. J.; and Kirbyson, R. C. *Challenge and Survival*. Toronto: Prentice-Hall, 1970.

Latin and Classical Studies

The following courses are offered:

Latin L211

Latin L311

Classical Studies L312x

Latin L401

Latin L521

Latin L522

With the exception of L312x, each course comprises twenty lessons and is valued as one credit. No previous knowledge of Latin is necessary for enrolment in the ten-lesson course in Classical Studies or for enrolment in L211.

Latin L211

(replaces L201)

This is an up-dated course in beginners' Latin, which is valuable to any student interested in exploring ancient Mediterranean culture and the "world of words". Is Latin really a "dead language"? The course attempts to answer this question by examining the role of Latin in our own language and in European languages familiar to us. A recording that explains pronunciation and oral reading is available to students.

The basic forms of Latin are taught and practised throughout the first nineteen chapters of the text *Latin for Canadian Schools: A New Approach*. Latin L211 will develop basic language skills that can be applied to any future study of language. For students who are planning to continue studies in the classics, L211 is a logical first step.

Latin L311

(replaces L301)

As the course code indicates, L311 is a second course in Latin, designed to follow Latin L211 or its equivalent. Latin L311 opens with two lessons that are intended to help the student recall basic language structures practised in the beginners' course. Latin L211 covered the first nineteen chapters of *Latin for Canadian Schools: A New Approach*; L311 continues with the next nineteen chapters. The reading selections include short stories and longer narratives in the original Latin. The writing program is intended to develop the student's ability to do sight translations from Latin into English and to write simple passages in Latin. The printed lesson materials place considerable emphasis on the Roman way of life, and these cultural studies are supplemented by other materials from the text.

Students who have completed Latin L201 (which has now been replaced by Latin L211) or who have taken an equivalent course in Beginners' Latin will be able to continue their Latin studies with Latin L311.

A recording that offers practice in Latin pronunciation is also available to students. Latin L311 provides excellent preparation to students wishing to pursue further studies in the classics.

Classical Studies L312x

Our cultural heritage is the topic discussed throughout this course. In L312x, the student is encouraged to examine with the archaeologist some of the ancient sites of Greece, Crete, and Egypt. This course also provides an introduction to the origins of language and to a knowledge of Latin and Greek roots in modern English. It offers an opportunity for imaginative and creative work. There is no prerequisite for L312x.

Latin L401

Latin L401 is designed for the student who has a background equivalent to L301, which has now been replaced by L311. The material covered in L401 is found in Chapters 56 to 75 of *Latin for Canadian Schools: A New Approach*. A revised course, which will follow L311 directly, is now being prepared.

Latin L401 provides students with an opportunity to continue reading in the original language. Short reading selections introduce the masters of Latin prose and poetry. This involves more advanced work in language structure. The emphasis in this course is on reading Latin literature for comprehension and for a better understanding of the daily life and social customs of the ancient Romans. The resource booklet supplied with the course will stimulate interest in the extensive archaeological research now being carried on in many parts of the Mediterranean world.

In the senior area of study in the classical languages, two courses are offered. The student whose previous training is the equivalent of L401 may choose either one, or both, of the following.

Latin L521

This survey of classical literature offers a wide variety of readings. Excerpts from the writers of the golden age of Latin literature are included, along with familiar passages from the Old and New Testaments and from Latin writings of the Middle Ages. Those from the *Carmina Burana* collection are of particular interest.

The emphasis in this course is on reading for comprehension and on developing an appreciation of the culture and life styles of the times. Language structure is, for the most part, a review of previous study.

The texts are:

Breslove, D., et al. *Latin Poetry Selections*. Toronto: Thomas Nelson & Sons (Canada), 1948.
 Fullwood, N. *Cicero on Himself*. Toronto: Clarke, Irwin & Co., 1971.
 Morford, M. P. O. *A New Latin Reader*. Toronto: Longman Canada, 1971.
 Taylor, B. C., et al. *Our Latin Legacy*. Book 2, Part 2. Toronto: Clarke, Irwin & Co., 1968.

Latin L522

In L522 the emphasis is on a critical appraisal of Latin prose and poetry. The student has the opportunity of reading excerpts from the famous *Verrine Orations* of Cicero and from Vergil's *Aeneid*, the timeless love story of Dido and Aeneas. Reading of accepted translations as well as selections in the original language is practised. Some of this reading requires the development of additional skills in language structure. Wherever necessary, this instruction is included.

The texts are:

Breslove, D., et al. *Latin Prose Selections*. Toronto: Thomas Nelson & Sons (Canada), 1948.
 _____. *Latin Poetry Selections*. Toronto: Thomas Nelson & Sons (Canada), 1948.
 A choice of:
 Breslove, D. *Latin Composition for Grade 13*. Toronto: Gage Educational Publishing, 1961.
 Taylor, B. C., et al. *Our Latin Legacy*. Book 2, Part 2. Toronto: Clarke, Irwin & Co., 1968.

Mathematics

The courses in Mathematics are grouped into the following three categories: Series A – Advanced Mathematics; Series B – General Mathematics; Series C – Mathematics for Business.

A general description of each series follows the list of courses in that series. The student should select the appropriate series, then determine the most suitable course from that series by reading the course descriptions.

Series A
Advanced Mathematics

Mathematics M111x

Mathematics M101

Mathematics M201

Mathematics M303

Mathematics M403

Mathematics M511
Mathematics of Investment

Mathematics M521
Relations and Functions

Mathematics M522
Calculus

Mathematics M533
Algebra

Series A is designed for students who wish one or more of the following:

- a) preparation for the study of mathematics in Year 5 and possibly beyond;
- b) courses that are theoretical rather than practical;
- c) insight into the modern approach in mathematics;
- d) challenging courses designed for students who are strong in mathematics.

The student who has studied traditional mathematics in secondary school and who wishes to study courses in Series A requiring a knowledge of modern mathematics should begin by selecting Mathematics M111x. Mathematics M511 and Mathematics M522 do not require a knowledge of modern mathematics.

Mathematics M111x

Many changes have taken place in mathematics programs over the last decade. This self-contained ten-lesson course provides an opportunity to become acquainted with some of the latest developments. The course could be selected for personal interest or for the purpose of acquiring the background necessary to resume studies in or transfer to the Advanced Mathematics series. The topics covered include: sets and set notation, operations with integers and rationals, number properties, number lines, ordered pairs, graphing linear equalities and inequalities, and an introduction to geometry.

Mathematics M101

This is the beginning course in the series leading to Year 5 studies in mathematics. It would be appropriate for students with only a year or less than a year of high school general mathematics. The course has been designed specifically for adults who may not be familiar with this approach. Whereas M111x is a short

survey course, M101 develops each new topic in detail, allowing ample opportunity to practise new skills. Topics covered include: the language of sets, properties of natural numbers, integers and rationals, addition, subtraction, multiplication and division of integers and rationals, introduction to algebra, solution sets and their graphs for first degree equations and inequations, laws of exponents and the use of standard forms in estimating products and quotients, square root, the arithmetic of polynomials including factoring and a brief introduction to geometry.

Mathematics M201

Each course in the advanced series beyond M101 is cumulative; that is, it continues the study of topics developed in previous courses. Following a review and extension of topics studied in M101, this course deals with binary relations, ordered pairs, graphs of linear relations and inequalities, and the solution to systems of linear equations. The second half of the course introduces Euclidean geometry and develops theorems related to congruence, isosceles triangles, parallel lines, angles in a triangle, and area.

Mathematics M303

This is the third in a series of four courses leading to studies in Year 5 mathematics. Students selecting this course should be prepared to commit themselves to an intensive study of mathematics. A significant number of new topics are introduced including vectors, transformations, analytic geometry of the straight line, and functions. The following types of functions are classified and studied: linear, quadratic, circular, and trigonometric.

Mathematics M403

A student completing this course will be well prepared for any mathematics course in Year 5. At this stage the various topics studied begin to fit together and the structure of mathematics can be appreciated. With functions as the unifying concept, this course provides a detailed study of quadratic, exponential, logarithmic, circular, and trigonometric functions. Opportunities to apply this knowledge to practical problems are provided. The course concludes with a study of the Euclidean geometry of the circle and an introduction to sequences and series.

Mathematics M511

Mathematics of Investment

This is an intensive course that will be of interest to students who wish to learn the fundamentals of financial calculations involved in banking, annuity or bond purchases, home financing, and consumer credit in general. Topics include: calculative devices, interest and discount, annuities, bonds, mortgages, monthly payment plans for houses and automobiles, depreciation, capitalization, borrowing of money, and calculation of interest rate. Although a knowledge of the modern approach to mathematics is not required for this course, students requesting enrolment should have completed four mathematics courses beyond elementary school, including an intensive study of algebra. No textbook is required.

Mathematics M521

Relations and Functions

Previous work on functions and relations is enlarged upon with emphasis on the unifying concept of mapping. Topics include: notation, classification and properties of functions, sequences and series, compound interest, annuities, instalment buying and consumer credit, trigonometry, definition and discussion of conics, and plane transformations and their application to second degree relations. Students requesting this course should have completed four advanced mathematics courses beyond elementary school. There is no text for this course.

Mathematics M522**Calculus**

Calculus is a study of how one variable changes with respect to another. This rate of change is represented by a function known as a derivative. The power, product, quotient, and chain rules are discussed prior to using derivatives to solve practical problems involving motion and maximum, and minimum concepts. Integration, which is the reverse operation of finding a derivative, is used to calculate areas and volumes. The course concludes with an introduction to polar co-ordinates and complex numbers. This is a practical course in which theory is kept to a minimum. Students requesting this course should have completed four mathematics courses beyond elementary school, including an intensive study of algebra and analytic geometry.

The text is:

Del Grande, J. J., and Duff, G. F. D. *Elements of Modern Mathematics: Calculus*. Toronto: Gage Educational Publishing, 1972.

Mathematics M533**Algebra**

This course studies a number of topics valuable to students planning a career in the physical and social sciences. Topics include: set theory, principles of counting, permutations and combinations, mathematical induction, the binomial theorem, probability, vectors with geometrical and physical applications, vectors and the Cartesian co-ordinate system, and matrices used to solve equations. Students requesting this course should have completed four advanced mathematics courses beyond elementary school.

The text is:

Coleman, A. J., et al. *Elements of Modern Mathematics: Algebra*. Toronto: Gage Educational Publishing, 1973.

Series B

General Mathematics

Mathematics M100**Mathematics M200****Mathematics M302****Mathematics M400****Mathematics M411x**
Introduction to Statistics**Mathematics M511****Mathematics of Investment****Mathematics M522****Calculus**

Series B is designed for students who wish one or more of the following:

- mathematical background of a general nature but not preparation for university mathematics;
- preparation for a trade-training or apprenticeship program;
- upgrading in technical mathematics;
- knowledge of algebra and trigonometry;
- preparation for post-secondary courses, admission to which does not require a background in modern mathematics;
- preparation for the Year 5 courses Mathematics of Investment M511 or Calculus M522.

Mathematics M100

The student who has completed elementary school arithmetic and who wishes to apply this knowledge to the practical world of science, commerce, and industry should find this course valuable. Addition, subtraction, multiplication, and division of whole numbers, common fractions, and decimals are reviewed and applied to the measurement of distance, area, and volume in both Imperial and metric units. The course concludes with a study of the arithmetic of signed numbers and an introduction to algebra.

Mathematics M200

The topics studied in M200 follow those covered in M100. Using the same textbook, students begin with a review of algebra and apply it to the solution of practical problems from industry and science, including a study of graphing techniques. Geometrical constructions are introduced, and the properties of the triangle are studied. Measurement is extended to include the area and volume of a cone, a pyramid, and a sphere. The course concludes with an introduction to trigonometry. Industrial mathematics is emphasized throughout the course. Topics studied include scale reading, cutting speeds, gear and pulley speeds, and the capacity of pipes. Students who have studied mathematics for one or two years beyond elementary school and who feel they need a review of the basics in algebra, geometry, and trigonometry should find this a useful course.

Mathematics M302

(replaces M300)

Recognizing that many adults wish to resume their study of mathematics at this level, the course begins with a study of topics normally dealt with in earlier courses. Following a review of basic algebra and of the addition, subtraction, multiplication and division of signed numbers, the course studies solution of equations and inequalities, types and interpretation of graphs, formulas and functions with emphasis on linear functions and their graphical representations, systems of linear equations, linear inequations and linear programming, review of the number system and extension to the irrationals, the exponential function including laws of exponents, estimation using standard form, graphical representation, development and use of tables for calculation, and introduction to investment calculations including compound interest, amount, and present value.

Mathematics M400

Four major topics are studied – algebra, analytic geometry, trigonometry, and statics. Following a review of our number system and an introduction to the arithmetic of irrational numbers, algebra is extended to the study of quadratic and surd equations. A practical approach to the idea of a function is followed by the study of analytic geometry with emphasis on graphing the quadratic relations – the parabola, ellipse, and hyperbola. Trigonometry is introduced and applied to the solution of problems involving both oblique and right-angle triangles. The topics studied in statics include vectors, moments, composition, and resolution of forces, centre of gravity, and friction.

The material covered in M400 should be of interest to students who wish to study Applied Mathematics and who have completed two or three mathematics courses beyond elementary school, of which at least one has been an intensive study of algebra.

Mathematics M411x

Introduction to Statistics

This basic course offers insight into the use and misuse of statistics. Practical experience in collecting and analysing data is provided. Topics studied include: the frequency polygon, normal distribution curve, measures of central tendency, standard deviation, and an introduction to probability. A knowledge of statistics is useful in many fields, including commerce, finance, the natural and physical sciences, and the humanities. In view of the tremendous rate at which data are being accumulated in modern society, emphasis on the control and interpretation of data becomes increasingly important.

Mathematics M511

Mathematics of Investment

See description on page 38.

Mathematics M522

Calculus

See description on page 39.

Series C**Mathematics for Business****Mathematics M160****Basic Arithmetic****Mathematics M220x****Consumer Computations****Mathematics M222x****Consumer Computations****Mathematics M320x****Investment Computations****Mathematics M322x****Business Computations****Mathematics M420x****Investment Computations****Mathematics M422x****Business Computations**

Series C is designed for students who wish one or more of the following:

- a) a better understanding of arithmetic;
- b) more skill in computations;
- c) knowledge of how mathematics is used in our daily lives, particularly in business transactions;
- d) upgrading in commercial mathematics;
- e) standing in mathematics up to and including Year 4 but not beyond;
- f) courses adapted to students who find mathematics difficult;
- g) courses that do not include algebra or geometry.

Note: Students wishing to prepare for post-secondary accountancy training should choose courses from Series A or Series B.

Mathematics M160**Basic Arithmetic**

Here is an opportunity for adult students to "go back to the beginning" in arithmetic. Careful explanations are provided, followed by numerous examples showing the addition, subtraction, multiplication, and division of whole numbers, fractions, and decimals. The percentage form and its uses are studied in detail.

A practice exercise is given for each topic, and full solutions are provided so that students may check their work and correct errors in thinking before beginning the actual assignment. There is a handy summary sheet that makes it easy to look up the method for any of the thirty-six different types of questions studied.

Mathematics M220x**Consumer Computations**

Personal money management is a common concern. This course will assist the student to set up records and organize a budget. Topics include types of income, personal cash records, personal banking, day-to-day spending, and communications by mail, telegram, or cable.

Students should have a working knowledge of simple arithmetic. It is not necessary to complete M160 before selecting this course.

Mathematics M222x**Consumer Computations**

The study of personal money management is extended to include calculating and paying service bills, borrowing money, buying on credit, and making travel arrangements.

It is not necessary to complete M220x before selecting this course, but students should have a working knowledge of simple arithmetic.

**Mathematics M320x
Investment Computations**

Here is an opportunity to learn how money earns money. Following a brief review of arithmetic, the lessons explore investment at banks and trust companies, buying and selling stocks and bonds, and the purchase of life insurance and pension plans.

Students who select this course should have completed one mathematics course beyond elementary school.

**Mathematics M322x
Business Computations**

(new course)

Although this ten-lesson course is entitled Business Computations, it is not intended only for persons working in the business world. It is a course which is of interest and help to those trying to cope with ordinary day-to-day business transactions. The course deals mainly with the trading of goods, from the wholesaler to the retailer to the consumer. Such topics as markup, profit, trade discounts, cash discounts, and reductions in prices are covered. A good basic knowledge of arithmetic is the only requirement.

**Mathematics M420x
Investment Computations**

This course focuses on long-term financial undertakings, particularly home ownership. After a brief review of arithmetic, the course examines compound interest, annuities, mortgages, home insurance, municipal taxation, and statements of adjustment.

Completion of at least one mathematics course beyond elementary school is recommended.

**Mathematics M422x
Business Computations**

(new course)

Taxes are a concern of all of us. This ten-lesson course deals with goods from the time they are manufactured or imported into Canada until they are acquired by the consumer. A major portion of the course is devoted to taxation by all levels of government – excise tax, excise duty, and sales tax as well as import duties and federal exchange. Payroll calculations is another topic that will be of interest to many. This course provides useful information to those employed in the business world as well as to individual citizens.

Science

The following twenty-lesson courses are offered:

General Science
Science SC101
Science SC201

Geology
Geology GL302

Physics
Physics P300
Physics P301
Physics P503

Chemistry
Chemistry C404
Chemistry C401
Chemistry C501

Biology
Biology BY402
Biology BY501

Although some previous work in secondary school science is a definite advantage for students wishing to undertake Year 3 or Year 4 courses, students who have no such previous training may request enrolment in any of the following courses: Geology GL302, Physics P300, Physics P301, Chemistry C404, Chemistry C401, Biology BY402.

For many of the science courses, kits containing laboratory equipment and chemicals are lent to students to enable them to perform experiments. Biological specimens are supplied for observation work. (Kits containing chemicals cannot be supplied to students living outside Canada or to persons living at points in Canada serviced only by air mail.)

Science SC101

This is an introductory science course. It is designed to help the student to develop powers of observation and skills in experimentation. The first ten lessons introduce the science of biology: the student learns how the cells of plants and animals differ in structure and function; next, the student explores and compares the structure and life histories of animals that lack backbones (the invertebrates) with the structure and life histories of animals that have backbones (the vertebrates). Once this material has been covered, the student is ready to understand how the important organ systems present in humans are constructed and how they work.

The next ten lessons introduce the student to the science of physics. Topics presented include: sound; pressure and its transmission; temperature and its measurement; and some properties of solids, liquids, and gases. Mastery of this course provides a strong foundation for the successful study of science courses at a more advanced level.

Science SC201

This course continues the study of biology and physical science introduced in Science SC101. Topics in the biology section include: the structure and life history of flowering plants; the structure and life history of non-flowering plants; an introduction to the study of heredity; an introduction to the study of the relationship of plants and animals to their environment (ecology). Topics in the physics section include: force; work; energy and power; heat; light and electricity. In the final lesson, information on chemical energy – so important to us all – is provided.

Geology GL302

(replaces GL300)

Beginning with a consideration of the work of the geologist and the methods used in the field, this course introduces the student to the fascinating study of the physical history of the earth and the development of life upon it. It emphasizes practical aspects of geologic study, such as interpretation of geologic maps; examination of rock, mineral, and fossil specimens; testing of rock samples in the field; and practice in making observations. It explores the earth around us and below us and some of the important rocks and minerals that are part of its crust. It deals with the internal processes that produced, shaped, and gave texture to rocks, and the external processes that attack the earth's crust. It describes how the geologist measures the age of rocks and how certain historical data can be deduced from the study of fossils. The last part of the course acquaints the student with the structure, landscape features, and natural resources of Canada, in particular those of Ontario.

Physics P300

The course will be of interest to students whose objectives do not necessitate further work in physics. Topics studied are: measurement and use of measuring instruments, mechanics of fluids (volume, density, pressure), simple machines, motion and laws of motion (speed, acceleration, force, friction, etc.), electricity and magnetism, light (reflection, refraction, illumination, polarization), heat (changes of state, heat of fusion, heat of vaporization). Practical applications of all topics studied are considered wherever feasible.

Physics P301

Humans by their very nature are inquisitive and seek to explain the physical world around them. Through application of the scientific method they attempt to interpret the various phenomena that they encounter. The achievements of the physicist in the realm of pure physics have led to developments in technology that are sometimes difficult for the layman to accept, let alone comprehend. Physics P301 attempts to provide the student with an appreciation of physics, the accomplishments of the physicist, and the applications of physics to our daily life. The course is intensive in nature and is intended to provide the student with a solid grounding for the study of Year 5 Physics. An adequate background in general science and mathematics is desirable but not compulsory. Some of the topics studied are: Mechanics – measurement, motion and force, work, energy, power; Vibrations and Wave Motions – wave phenomena, sound, light; Electricity – electrostatics, current electricity, electromagnetism; Modern Physics – electronics, atomic structure, nuclear physics. The course draws liberally from two textbooks: *Physics: The Fundamental Science* and *Matter and Energy*. The student gains experience in the practical application of the scientific method by carrying out experimental work employing the kits provided.

Physics P503

(replaces P501)

The study of physics is a continuing process by which man seeks to understand the nature of the physical world. In this course the student gains an appreciation of the inter-relationship that exists between experimentation and theory. Emphasis is placed on the understanding of physical principles and their application to new situations. The student will study some of the fundamental concepts of physics, will learn how knowledge of these

concepts is obtained, and will learn to evaluate experimental data critically. Emphasis is also placed on the ability to reason rather than to memorize. It is desirable that the student have standing in at least one course in basic physics before enrolling in this course. Physics P301 or its equivalent is more than adequate in this respect. In this Year 5 Physics course some of the topics studied are: communication of information in science; how light behaves; laws and models; motion, vectors, Newton's laws of motion; momentum and its conservation; work; kinetic and potential energy; electrostatics, electric fields; electrical energy and potential; the electromagnetic spectrum; the Rutherford atom; the photoelectric effect, photons, matter waves, and the energy levels of atoms.

The text is:

Haber-Schaim, U., et al *PSSC: Physics*. 4th ed. Toronto: D. C. Heath Canada, 1976.

Chemistry C404

(replaces C400)

Chemistry C404 is a non-intensive study of such topics as properties and the classification of matter, the structure of the atom, bonding of atoms, chemical equations, ions in solution, electrolysis, acids and bases. It includes experiments to be performed by the student, who can thus share in the excitement of science and the power of discovery. The student gains practice in making observations, in organizing facts, and in forming valid conclusions. The results of the experiments are used as a basis for lessons involving theoretical principles. Several lessons are devoted to current topics of importance such as air pollution, water pollution, food chemistry, and medicines and drugs. A student who wishes to prepare for Chemistry C501 should choose Chemistry C401 rather than Chemistry C404.

Chemistry C401

In this course emphasis is placed on understanding the nature of elements and compounds and the reactions they undergo. Theories of the structure of atoms and aggregates of atoms are introduced early so that these ideas may be used in subsequent discussions. The states of matter, the language of chemistry, chemical reactions, atomic weights and molecular weights, solutions, formation of ions, and the periodic classification of elements are among the topics included. Wherever possible, a topic is illustrated by experiment and the result used to develop theoretical concepts. Chemistry C401 prepares the student for Chemistry C501.

Chemistry C501

The emphasis in this course is on understanding the principles of chemistry rather than on acquiring factual knowledge. A more advanced treatment of the basic concepts previously studied is offered, and the student performs more involved experimental work wherever such investigations are feasible. Atomic structure, solutions, chemical bonding, oxidation and reduction, aqueous acids and bases, energy in chemical reactions, molecular structure, qualitative and quantitative aspects of equilibrium, and the transition elements are some of the topics examined. It is desirable that a student selecting this course have a knowledge of basic chemistry (in particular the gas laws, the structure of the atom and the periodic table, chemical reactions, the mole concept, nomenclature, equations, and information derivable from balanced equations) and a reasonable facility in mathematics. Chemistry C401 or its equivalent would provide this background.

The text is:

O'Connor, P. R., et al. *Chemistry: Experiments and Principles*. Toronto: D. C. Heath Canada, 1968.

Biology BY402

The origin of life, its characteristics, and variations provide the basic theme for the course. The student is given the opportunity to learn about the structure and life cycles of organisms, starting with the sub-microscopic viruses. Other organisms studied in a similar manner include bacteria, algae, fungi, flowering plants, protozoans, flatworms, insects, fishes, amphibians, reptiles, and mammals. Later lessons deal with the science of heredity, human genetics, ecology, pesticides, and pollution. Data on the population explosion and some problems of space travel are presented as well. Students who enrol in this course are required to do dissections of preserved specimens, including insects, a fish, and a mammal (white rat).

With this training in biology as a background, the student is equipped to take an informed stand on many current social issues. The course is of special value to students who are planning careers in nursing, other health service occupations, or careers related to the natural sciences.

Biology BY501

The biology program at this advanced level is designed to help a student prepare for life-science courses at a university. It emphasizes biochemistry, or the chemistry of cell activity. This includes a study of organic molecules and chemical syntheses. It explains the roles of ADP and ATP in the storage and release of energy in cells and of DNA and RNA in the genetic code. To succeed in this program, a student will need to have completed Chemistry C401 or its equivalent.

Additional topics include a survey of the structure and function of organs and organ systems in plants and animals, including humans. The student will learn about the principles of classification, Mendelian genetics, and the reproduction and development of organisms, and will become aware of the evidence for evolution and the mechanism by which it is achieved.

The text is:

Galbraith, D., and Wilson, D. G. *Biological Science: Principles and Patterns of Life*. Rev. ed. Toronto: Holt, Rinehart and Winston of Canada, 1966.

Technical Subjects

The following courses are offered:

Carpentry CY300

Drafting D202

Basic Drafting

Drafting D300x

Standard Drafting Practice

Drafting D302x

Introduction to Mechanical Drafting

Drafting D304x

Introduction to Architectural Drafting

Drafting D308x

Introduction to Blueprint Reading

Drafting D318x

Intermediate Blueprint Reading

A student who has no previous knowledge of drafting will begin study of the subject with Drafting D202. In this course the student will learn basic techniques and prepare for the study of drafting specialties in Year 3 and Year 4 courses.

For mature students who have acquired some knowledge of drafting either in industry or at school, Drafting D300x will provide a review of basic techniques in preparation for further study in Year 3 and Year 4 courses.

Carpentry CY300

Carpentry CY300 is designed for the layman interested in acquiring knowledge in basic carpentry and the building trades and in developing the fundamental skills useful to the carpenter or home-owner. The main purpose of this course is to teach the fundamental principles of general woodworking, the selection and care of tools, their proper use, and the interpretation of printed information and instructions as they apply to carpentry and building construction.

Carpentry CY300 is made up of twenty units of instruction, which contain both theory and practical work. Each unit of instruction consists of instruction and assignments, either written or practical, or both. Students will have to provide their own tools in order to complete the practical assignments and projects that are part of the course. All of the tools required by students are relatively inexpensive and most are standard items in any home-owner's tool box. Some of the topics covered are: lumber, tools and their care, hand-tool operation, fastening techniques, blueprint interpretation, joints and mouldings, building construction, and domestic repairs and maintenance.

The Correspondence Education Branch will supply a student kit of special scale-sized lumber and timber required for certain student projects. The acquisition of standard building materials is the student's responsibility; these are readily available at any lumber or building supply centre.

Drafting D202**Basic Drafting**

(replaces D100)

The Basic Drafting course introduces the student to fundamental drafting procedures and develops the student's skills in the use of basic drafting equipment and special drawing techniques.

Assignments in blueprint reading complement each phase of the twenty-lesson course.

Metric drawing is also introduced. The topics covered include: simple and multi-view drawings, theory of shape description, orthographic projection, shop processes, dimensioning, isometric drawing, and sectioning.

A drafting kit will be lent to students after they have completed several introductory lessons.

Drafting D300x**Standard Drafting Practice**

The Standard Drafting Practice course is designed for students who have acquired some knowledge of basic drafting techniques, either through industrial experience, at school, or by completing D202. This course is ideal for students who wish to review techniques before proceeding to more advanced and specialized drafting courses; it is also suited to students who have studied drafting outside Canada and wish to become conversant with Canadian drafting standards and procedures. Through a series of practical projects and problems, the student's drafting skills and problem-solving abilities are developed. Some of the topics covered are: drafting as a graphic language, orthographic projection, lettering and dimensioning, section drawings, conventional representations, pictorial drawing, geometric construction, detail and assembly drawings. The course consists of ten lessons. A drafting kit is available to students.

Drafting D302x**Introduction to Mechanical Drafting**

The D302x course is a continuation of the D300x course and is designed for students who wish to study the principles and techniques employed in the drawing of machines and their component parts. Some of the topics covered are: detail and assembly drawings, surface finish, threads, fasteners, keys, fits, general piping and electrical drawings. Since the practical drafting assignments in this course are relatively advanced, students considering enrolment should be conversant with all of the basic Canadian drafting standards and have developed their personal drafting skills and techniques beyond basic levels of achievement. The course consists of ten lessons. A drafting kit is available to students.

Drafting D304x**Introduction to Architectural Drafting**

Introduction to Architectural Drafting is a continuation of the D300x course and is designed for students who wish to study the principles and techniques employed in architectural drafting and design. The emphasis in this course is on the design and drafting techniques used in the production of plans and drawings of residential buildings. Some of the topics covered are: principles of design, plan selection, presentation drawings, layout and working drawings, elementary study of building materials and methods.

Since the practical drafting assignments involved in this course are relatively advanced, students considering enrolment should be conversant with basic Canadian drafting standards and have developed their personal drafting skills beyond a basic level of achievement.

The course consists of ten lessons. A drafting kit is available to students.

Drafting D308x**Introduction to Blueprint Reading**

The Introduction to Blueprint Reading course is designed for students who have no previous knowledge or training in the reading of engineering drawings. The D308x course is basically a reading course designed to develop fundamental skills in reading and interpreting technical drawings as they apply to industry. The course consists of ten units of instruction, print-reading assignments, and a final supervised test. Some of the topics covered are: third-angle projections, angular dimensions, scale drawings, tolerances and allowances, steel specifications, and casting designs.

Drafting D318x**Intermediate Blueprint Reading**

The Intermediate Blueprint Reading course is a continuation of the D308x Introduction to Blueprint Reading course. The course consists of ten units of instruction, blueprint reading assignments, and one final supervised test.

Some of the topics covered are: assembly drawings, conventional sectioning methods, metric dimensioning, welding drawings, and geometrical tolerancing problems.

Visual Arts

Courses whose code ends in *x* comprise ten lessons and are worth one-half credit towards the Ontario Secondary School Graduation Diploma. The others comprise twenty lessons, and have a value of one credit. Art A501 is worth one credit towards the Ontario Secondary School Honour Graduation Diploma.

Art A200 Beginning in Art

Art A301 Through Artists' Eyes

Art A302x Prints Without a Press

Art A303x Art to 1500

Theatre Arts TA300 The Performing Art

Art A401x Composing Your Art

Art A402x Style in Art

Art A403x Great European Art

Commercial Art CA400x Art for Commerce and Industry

Film Arts FA402x Film, the Lens, and You

Film Arts FA404x Cinematography

Art A501 The Artist's Study

Art A200

Beginning in Art

Everyone has some artistic potential. It is the purpose of this course to develop the skills of the beginning artist by means of a series of practical projects that introduce the elements and principles of visual art. Drawing and painting techniques, subject matter, and style are some of the artistic questions examined and explored through practical projects. No background in art is required and a basic art kit is supplied.

Art A301

Through Artists' Eyes

It has been said that the artist teaches us how to see; yet we often have difficulty understanding the bizarre creations fashioned for our viewing. The complex, fascinating world of art is the subject of this comprehensive study. Graphics, drawing and painting, art history, photography, television, and commercial and industrial art are just a few of the topics covered in a course that ranges from a discussion of how to look at a painting to a survey of the inventions of architectural technology. Projects are designed to increase the student's sensitivity to the world of art that surrounds us. There is no text, but a portfolio of reproductions is lent to students. No art background is required for enrolment in the course.

Art A302x**Prints Without a Press**

Printing consists of any of the means artists and artisans use to duplicate an image. Hand-printing techniques have been a means of creative expression for centuries.

The printmaking techniques introduced in this course – monoprints, stencils, cardboard cuts, lino cuts – are simple to learn, yet have the potential of yielding sophisticated results in the hands of a creative artist. Some previous background in art would be helpful to the student taking printmaking. There is no text but a printmaking kit will be supplied.

Art A303x**Art to 1500**

Here is the story of cave paintings and pyramids, of Minoan palaces and Greek temples. Roman engineering and Byzantine mosaics are discussed. Medieval manuscript illuminations are studied, and the course ends with a description of the art of the Gothic era. A text, *Art and Man*, Book 1, is lent to the student. No previous background in art or history is required for enrolment in the course.

Theatre Arts TA300**The Performing Art**

The art of acting and the nature of the theatre are the major themes developed in this introduction to drama. Basic acting skills such as the controlled use of voice, mime, and improvisation are described. The history of drama, characterization, mood and feeling, and such production concerns as stage design, set design, costumes, lighting, and sound effects are examined. The aim of the course is to develop the student's self-awareness and sensitivity to drama, and encourage the student to participate in dramatic productions. A supplementary text, *The Magic Mask* by Marguerite Dow, is lent to the student. No previous background is needed for enrolment in the course.

Art A401x**Composing Your Art**

Art is creative expression; yet even the art student who has some background in drawing and painting sometimes has difficulty in thinking of something creative and original to say. The aim of this course is to stimulate originality in content and composition. Ideas are suggested in illustrations, diagrams, and written descriptions. The student is provided with an art kit and some basic materials.

Art A402x**Style in Art**

In gaining experience, every artist gradually develops a personal means of expression in art, a personal style. In this course the art student carries out a series of practical projects that are designed to increase awareness of the significance of style in art and to help develop a distinctive style. An art kit and a book of reproductions are lent to the student.

Art A403x**Great European Art**

A continuation of the story of art begun in A303x, this course traces the development of European art from the end of the Gothic era in the early fourteenth century, through the Renaissance, Baroque and Rococo periods to the early eighteenth century.

Against the turbulent background of the change from feudalism to the beginning of the rise of the nation state, emerged the great masters Botticelli and Michelangelo, Durer and Rembrandt, Rubens, Velasquez, Poussin and Sir Christopher Wren, to name but a few.

The course provides students with criteria upon which to base their judgment of the art of any period. A book of reproductions is lent to the student and a bibliography for further research is suggested.

Commercial Art CA400x**Art for Commerce and Industry**

The functional aspects of applied art and design – magazine illustration, advertising art, package design, corporate images, design of functional objects (furniture, toys, jewellery, etc.) – are the focus of this course, which introduces the student to the world of applied arts. Since the commercial artist and the industrial designer operate in a highly technical field, some artistic background is desirable. The purpose of the course is to give the student a fuller appreciation of the possibilities and problems inherent in the fields of commercial and industrial art. An art kit is supplied.

Film Arts FA402x**Film, the Lens, and You**

(replaces FA 400x)

The purpose of this introductory course is to explore the possibilities of film, the camera, and the darkroom in order to develop the student's potential as a photo artist. Some information about the science of photography is included, and some of the techniques useful in picture-taking are described to enable the student to know what is worth taking and how to proceed. The course is designed for the amateur photographer who is primarily interested in photography as self-expression. Emphasis is on the practical rather than the theoretical. Students are encouraged by means of assignments and projects to develop their own awareness and skills in photography. For this reason, students are required to supply their own camera and film. There is no text for this course, but a portfolio of prints is lent to each student.

Film Arts FA404x**Cinematography**

(replaces FA400x)

The art of making movies is the subject of this course. Film-making and film appreciation are its twin objectives. Emphasis is on the practical rather than the theoretical. Students are encouraged by means of assignments and projects to develop their own skills in movie photography. For this reason, students must have access to a movie camera in order to take the course. Topics covered in the course include: the principles of photography, composition, animation, film technology, film criticism, history and genre, and making your own film. It is not necessary for students taking this course to have a background in photography or film-making.

Art A501**The Artist's Study**

Practical projects in drawing and painting and the history of art in Europe and America from 1800 to the present are the two themes of this advanced course. Optional projects give the student an opportunity to learn more about the two- or three-dimensional arts or crafts. Project assignments are arranged so that students can benefit from their correspondent teachers' assessment of their sketches and rough work before proceeding to the final composition. The course is worth one credit towards the Ontario Secondary School Honour Graduation Diploma. Since students taking this course should have a basic grounding in art history and in practical art, two previous art courses at the secondary school level, or their equivalent, are a desirable basis for A501.

The text is:

Brieger, Peter, et al. *Art and Man*. Book 3. Toronto: Holt, Rinehart and Winston of Canada, 1964.

**Elementary School
Courses/Cours au palier
élémentaire**



Children

Elementary school correspondence courses from Grades 1 to 8 are available to Ontario children who are unable to attend school. Lessons are supplied and corrected free of charge. Answer paper is provided free to all pupils. Textbooks are provided on loan free of charge, but must be returned when pupils complete or discontinue the courses for which the books have been provided.

A child living in Ontario who is six years of age or over but under the age of sixteen, and who is unable to attend school for a period of three months or more, is eligible for enrolment. A child who normally resides in Ontario but is temporarily living outside Canada and is unable to attend a school in which the Ontario curriculum is taught is eligible for enrolment. Since enrolment while living outside Canada cannot be continued indefinitely, eligibility will be reconsidered when parents request that a child's enrolment be continued into another grade. Absence for a period in excess of three years can rarely be regarded as temporary absence from the province and used as a reason for continued enrolment.

Parents wishing to apply for elementary school enrolment for a child should complete Form A and return it together with the child's last school report and a medical certificate if the child is not well enough to attend school or a recommendation for enrolment from the senior educational officer for the area if distance is the reason for not attending school. The certificate or recommendation must state the reason for non-attendance and the length of time the child will be absent from school. No certificate or recommendation is required for children going overseas.

Enfants

Des cours de la 1^{re} à la 8^e année sont offerts aux enfants de langue française qui résident en Ontario et ne peuvent pas fréquenter l'école. Les leçons et les devoirs sont fournis et corrigés gratuitement. Les manuels scolaires sont prêtés gratuitement et doivent être rendus lorsqu'un cours est terminé ou abandonné.

Tout enfant âgé de six ans ou plus, mais de moins de seize ans, qui réside en Ontario et qui est incapable d'aller à l'école pendant une durée de trois mois ou plus, peut faire une demande d'inscription. Tout enfant qui est domicilié en Ontario mais réside temporairement à l'étranger et qui, de ce fait, se trouve dans l'impossibilité de suivre des classes où les programmes d'études de l'Ontario sont enseignés, peut également s'inscrire à un cours par correspondance. Attendu que l'inscription des élèves qui résident en dehors du Canada ne peut se prolonger indéfiniment, l'admissibilité au cours sera considérée à nouveau au moment où les parents veulent renouveler l'inscription de leur enfant au palier suivant. Toute absence supérieure à trois ans, pouvant rarement être considérée comme une absence temporaire de la province, ne saurait justifier un prolongement d'inscription.

Les parents qui désirent inscrire leur enfant sont priés de remplir la formule B et de la retourner accompagnée du dernier bulletin scolaire de l'enfant et d'un des deux documents suivants : certificat médical dans le cas où l'état de santé de l'enfant ne lui permet pas de fréquenter une école; recommandation de l'agent principal d'éducation de la région lorsqu'une grande distance sépare l'enfant de l'école et l'empêche de s'y rendre. Chacun de ces documents doit aussi indiquer la raison de l'absence de l'enfant et la durée pendant laquelle elle se prolongera. Seul le bulletin scolaire est exigé dans le cas d'un enfant en partance pour l'étranger.

A parent applying for enrolment of a child who temporarily resides outside Canada must give the name and address of a person in Ontario who will act in a liaison capacity and assume the responsibility of forwarding books and lessons. All material from this office will be addressed to this person. Applicants should instruct the person to rewrap the material, print the pupil's foreign address and the return address on the parcel, prepare a customs declaration form, and pay sufficient postage to carry the material to its foreign destination.

Children may begin a course at any time during the school year. Those in good health should spend as much time on their studies each day as they would if they were attending school. By so doing, they will be able to keep up with the daily assignment and complete the work of a whole grade in a year. If enrolment is to be continued in the next grade, parents may request lessons and supplies ahead of time to ensure that they will be delivered by the time they are needed.

Pupils living in Ontario and enrolled in correspondence courses must submit lessons for correction. Those living outside Canada are advised to do so if at all possible. Although mailing delays may take a good deal of the value from teachers' comments and corrections, children gain satisfaction and encouragement from personal contact with a teacher and from winning recognition for their work. Each student who completes a grade satisfactorily earns a certificate of promotion. Parents should note that lessons sent in for marking must contain all assignments in every subject, unless they have requested the omission of certain subjects that they consider unnecessary in the circumstances.

Les parents qui font une demande d'inscription pour leur enfant résidant temporairement à l'étranger doivent donner le nom et l'adresse d'un agent de liaison en Ontario. Cette personne se chargera de leur transmettre les leçons, les manuels et toutes autres fournitures scolaires. Il appartient aux parents de faire connaître leurs instructions à l'agent de liaison sur la façon de rempaqueter le matériel scolaire, d'inscrire sur le paquet l'adresse à l'étranger de l'élève et celle de l'expéditeur, de remplir une déclaration de douane et d'affranchir le paquet selon son poids et sa destination.

Les élèves peuvent commencer un cours à n'importe quel moment de l'année scolaire. Ceux qui jouissent d'une bonne santé devraient passer, chaque jour, le même temps à leurs études que s'ils fréquentaient l'école. Ils réussiraient ainsi à se maintenir à jour et à couvrir leur programme en une année. Si les parents ont l'intention de renouveler l'inscription de leur enfant à la classe suivante, ils peuvent demander que les leçons et les fournitures nécessaires leur soient expédiées à l'avance afin d'éviter toute perte de temps.

Les élèves demeurant en Ontario qui sont inscrits aux cours par correspondance doivent renvoyer leurs devoirs pour correction. Ceux qui résident à l'étranger sont invités à faire de même dans la mesure du possible. Bien que les délais postaux réduisent de beaucoup la valeur des commentaires et des corrections de l'enseignant, les élèves gagnent beaucoup à être suivis, encouragés et félicités. L'élève qui complète son année scolaire avec succès reçoit un certificat l'autorisant à passer à la classe suivante. Le travail à faire corriger doit comprendre les devoirs correspondant à chaque matière, à moins que les parents n'aient exprimé le désir que certaines matières, considérées non nécessaires, soient omises.

Adults

Applicants who have not completed elementary school and who wish to do some elementary school work to prepare for enrolment in secondary school courses should use Form C to apply for *English E160* (described on page 23) and *Mathematics M160* (described on page 41).

Adultes

Les personnes qui n'ont pas terminé l'école élémentaire mais qui désirent faire quelques études à ce niveau avant de se faire inscrire au palier secondaire doivent utiliser la formule C pour s'inscrire au cours de français de la 8^e année.



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**Correspondence Courses/
Cours par correspondance
1977-1978**



Ministry
of
Education

Ministère
de
l'Éducation

Hon. Thomas L. Wells Thomas L. Wells
Minister Ministre

Correspondence Courses/ Cours par correspondance 1977-1978

Correspondence Education Branch/
Direction de l'enseignement par correspondance
909 Yonge Street
Toronto, Ontario M4W 3G2
(416) 965-2657



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Introduction

The Ministry of Education is the major agency through which the Government of Ontario discharges its constitutional responsibilities with regard to the general education of the people of Ontario. The Ministry fosters a wide range of opportunities in order to enable all individuals, whether of school age or beyond, in school or out of school, to experience a worthwhile education and to have access to further educational experience consistent with their needs and the needs of society.

The Ministry offers residents of Ontario a program of elementary and secondary school correspondence courses, available free of charge throughout the year. A large number of school-age and adult students with varying backgrounds and objectives benefit from this opportunity: mature students who wish to further their education, complete secondary school, gain admission to university, college, or training courses, or earn promotion in their employment; persons who wish to study for individual satisfaction subjects related to their interests, hobbies or employment; Senior Division public secondary school students who wish to supplement their school programs; students temporarily absent from the province who wish to maintain continuity in their education; students who are unable to attend school for medical reasons or because of distance from school.

Counsellors are available to advise applicants and enrolled students in course selection, in diploma requirements, in career planning and in post secondary educational opportunities. Those in need of assistance are invited to write, telephone or visit the Correspondence Education Branch, 909 Yonge Street, Toronto, Ontario M4W 3G2.

Introduction

Le ministère de l'Éducation est le principal organisme par l'intermédiaire duquel le gouvernement de l'Ontario se décharge de ses responsabilités constitutionnelles ayant trait à l'éducation générale des Ontariens. Le Ministère s'efforce de donner à tous les habitants de la province, quel que soit leur âge, qu'ils aillent à l'école ou non, toutes les chances possibles d'acquérir une éducation solide et de poursuivre leurs études selon leurs besoins et ceux de la société.

Le Ministère offre donc aux personnes domiciliées en Ontario un programme de cours par correspondance aux paliers élémentaire et secondaire. Un programme complet de matières correspondant aux cours élémentaires de la 1^{re} à la 8^e année est offert en français et en anglais. Au palier secondaire, les élèves de langue française peuvent suivre des cours de français qui s'échelonnent de la 9^e à la 13^e année. Tous les autres cours au palier secondaire sont dispensés en anglais. Ces cours sont gratuits et offerts toute l'année. Un grand nombre d'élèves et d'adultes aux antécédents et aux objectifs très variés profitent des cours par correspondance : adultes qui désirent améliorer leur éducation, terminer leurs études secondaires, s'inscrire à l'université, au collège ou à un cours de formation, ou encore obtenir une promotion au travail; personnes qui désirent étudier, pour leur satisfaction personnelle, divers sujets qui les intéressent particulièrement; élèves du cycle supérieur des études secondaires qui désirent suivre des cours supplémentaires; élèves temporairement absents de la province, qui souhaitent assurer la continuité de leurs études; élèves, enfin, qui sont dans l'impossibilité de fréquenter l'école pour des raisons médicales ou parce qu'ils demeurent dans des régions isolées.

Les personnes désireuses de s'inscrire aux cours par correspondance et celles qui le sont déjà peuvent se renseigner auprès de notre service d'orientation quant au choix de leurs cours, aux modalités à suivre, à l'obtention des diplômes et aux programmes d'études. Nous les invitons à écrire, téléphoner ou se rendre à la Direction de l'enseignement par correspondance, 909, rue Yonge, Toronto (Ontario) M4W 3G2.

**Elementary School
Program/Programme
offert au palier
élémentaire**



Children

Elementary school correspondence courses from grades 1 to 8 are available to Ontario children who are unable to attend school. Lessons are supplied and corrected free of charge. Answer papers are provided free to all pupils. Textbooks are provided on loan free of charge, but must be returned when pupils complete or discontinue the courses for which the books have been provided.

A child living in Ontario who is six years of age or over but under the age of sixteen, and who is unable to attend school for a period of three months or more is eligible for enrolment. A child who normally resides in Ontario but is temporarily living outside Canada and is unable to attend a school in which the Ontario curriculum is taught is eligible for enrolment. Since enrolment while living outside Canada cannot be continued indefinitely, eligibility will be reconsidered when parents request that a child's enrolment be continued into another grade. Absence for a period in excess of three years can rarely be regarded as temporary absence from the province and cannot be used as a reason for continued enrolment.

Parents wishing to apply for elementary school enrolment for a child should complete Application Form A and return it together with the child's last school report and a medical certificate if the child is not well enough to attend school, or a recommendation for enrolment from the senior educational officer for the area if distance is the reason for the child not being able to attend school. The certificate or recommendation must state the reason for non-attendance and the length of time the child will be absent from school. No certificate or recommendation is required for children going abroad.

A parent applying for enrolment of a child temporarily residing outside Canada must supply the name and address of a person in Ontario who will act in a liaison capacity and assume the responsibility of forwarding books and lessons. All material from this office will be addressed to this person. Applicants should

Enfants

Des cours de la 1^{re} à la 8^e année sont offerts aux enfants de langue française qui résident en Ontario et ne peuvent pas fréquenter l'école. Les leçons et les devoirs sont fournis et corrigés gratuitement. Nous donnons aussi le papier à chaque élève. Les manuels scolaires sont prêtés gratuitement et doivent être rendus lorsqu'un cours est terminé ou abandonné.

Tout enfant âgé de six ans ou plus, mais de moins de 16 ans, qui réside en Ontario et ne peut pas aller à l'école pendant trois mois ou plus, peut faire une demande d'inscription. Tout enfant qui est domicilié en Ontario mais réside temporairement à l'étranger et qui, de ce fait, se trouve dans l'impossibilité de fréquenter une école où sont offerts les programmes d'études de l'Ontario, peut également s'inscrire à des cours par correspondance. Puisque les élèves qui résident en dehors du Canada ne peuvent suivre ces cours indéfiniment, leur admissibilité sera considérée à nouveau au moment où les parents voudront renouveler l'inscription de leur enfant à la classe suivante. Toute absence de plus de trois ans peut rarement être considérée comme une absence temporaire de la province et ne saurait justifier le renouvellement de l'inscription.

Les parents qui désirent inscrire leur enfant au palier élémentaire sont priés de remplir la formule B et de la retourner accompagnée du dernier bulletin scolaire de l'enfant et soit d'un certificat médical dans le cas où l'état de santé de l'enfant ne lui permet pas de fréquenter une école, soit de la recommandation de l'agent principal d'éducation de la région lorsque l'enfant ne peut se rendre à l'école à cause de la distance qui le sépare de l'établissement scolaire. Indiquer sur le certificat ou sur la recommandation, suivant le cas, la raison et la durée éventuelle de l'absence. Seul le bulletin scolaire est exigé dans le cas d'un enfant qui part pour l'étranger.

Les parents qui font une demande d'inscription pour leur enfant résidant temporairement à l'étranger doivent donner le nom et l'adresse d'un agent de liaison en Ontario. Les leçons,

instruct the liaison person to rewrap the material, print the pupil's foreign address and the return address on the parcel, prepare a customs declaration form, and pay sufficient postage to carry the material to its foreign destination.

Children can begin a course at any time. Those in good health should spend as much time on their studies each day as they would normally while attending school. In this way, they will be able to keep up with the daily assignment and complete the work of an entire grade in a year. If enrolment is to be continued into the next grade, parents can request lessons and supplies ahead of time to ensure that they will be received before they are needed.

Pupils living in Ontario and enrolled in correspondence courses must submit lessons for correction. Those living outside Canada are advised to do so if at all possible. Although mailing delays may diminish the value of teachers' comments and corrections, children gain satisfaction and encouragement from personal contact with a teacher and from winning recognition for their work. Each student who completes a grade satisfactorily earns a certificate of promotion. Parents should note that lessons sent in for marking must contain all assignments in every subject, unless they have requested the omission of certain subjects that they consider unnecessary under the circumstances.

Adults

Applicants who have not completed elementary school and who wish to do some elementary school work to prepare for enrolment in secondary school courses should use Form C to apply for English E130 (described on page 27), or English E160 (described on page 27), or Mathematics M160 (described on page 45).

manuels et autres fournitures scolaires seront envoyés à cette personne qui se chargera de les leur transmettre. Il appartient aux parents de faire connaître leurs instructions à l'agent de liaison sur la façon de rempaqueter le matériel scolaire, d'inscrire sur le paquet l'adresse de l'élève à l'étranger et celle de l'expéditeur, de remplir une déclaration de douane et d'affranchir le paquet selon son poids et sa destination.

Les élèves peuvent commencer un cours à n'importe quel moment de l'année scolaire. Ceux qui jouissent d'une bonne santé devraient passer, chaque jour, le même temps à leurs études que s'ils fréquentaient l'école. Ils réussiraient ainsi à se maintenir à jour et à couvrir leur programme en une année. Si les parents ont l'intention de renouveler l'inscription de leur enfant à la classe suivante, ils peuvent demander à l'avance que les leçons et les fournitures nécessaires leur soient expédiées pour éviter toute perte de temps.

Les élèves demeurant en Ontario qui sont inscrits aux cours par correspondance doivent renvoyer leurs devoirs pour les faire corriger. Ceux qui résident à l'étranger sont invités à faire de même dans la mesure du possible. Bien que les délais postaux réduisent de beaucoup la valeur des remarques et des corrections de l'enseignant, les élèves gagnent à être suivis, encouragés et félicités. L'élève qui termine son année scolaire avec succès reçoit un certificat l'autorisant à passer dans la classe suivante. Le travail à faire corriger doit comprendre les devoirs correspondant à chaque matière, à moins que les parents n'aient exprimé le désir que certaines matières, qu'ils ne considèrent pas nécessaires dans ce cas, soient omises.

Adultes

Les personnes qui n'ont pas terminé l'école élémentaire mais qui désirent suivre quelques cours à ce niveau avant de se faire inscrire au palier secondaire doivent utiliser la formule C pour s'inscrire à un des cours suivants : *Français 8^e année, English E130 (description page 27), English E160 (description page 27), Mathematics M160 (description page 45).*

**Secondary School
Regular Program/
Programme régulier
d'études secondaires**



Admission Requirements and Procedures

Conditions d'admission et modalités d'inscription

Adults

Correspondence courses are available to Ontario residents who are Canadian citizens or landed immigrants. Applicants must be beyond compulsory school age and not enrolled in public secondary school day classes.

Education by correspondence allows independence and individuality with respect to course selection and program planning, flexibility with starting and completion dates, and freedom with time and place of study. This makes correspondence education suitable for thousands of adults seeking further education for a variety of reasons.

Each applicant will enrol in one course at the time of initial registration. Enrolment in additional courses can be requested by students whose educational objectives, available time, and progress in correspondence course studies make such enrolment advisable.

Adults who wish to enrol should study the material in this calendar, complete Application Form C, and submit it to the Correspondence Education Branch. Those applying within three months of leaving school must obtain and submit with their application the recommendation of the school principal.

Students under sixteen

Correspondence courses are available to Ontario residents of compulsory school age who are not in attendance at school because of extended illness or distance from school. Courses can also be provided on the request of the early school-leaving committee of a school board. The reasons most frequently given for seeking enrolment are illness or distance from school.

The parent or guardian of a child under sixteen who is ill or distant from school should request the child's enrolment in secondary school courses by completing Application Form C and submitting it to the Correspondence Education Branch with evidence of the child's legal absence from school.

Adultes

Les cours par correspondance sont offerts à toutes les personnes domiciliées en Ontario qui ont le statut de citoyen ou d'immigrant reçu, ont dépassé l'âge de la scolarité obligatoire et ne sont pas inscrites à des cours de jour dans les écoles secondaires publiques.

L'enseignement par correspondance permet à chacun de choisir ses cours et de planifier son programme d'études, de commencer et terminer un cours quand il peut, d'étudier où et quand il veut. C'est donc le moyen par excellence pour de nombreux adultes de continuer à s'instruire.

Chaque élève s'inscrit initialement à un cours. Il peut néanmoins s'inscrire par la suite à d'autres cours si ses ambitions scolaires, le temps dont il dispose et ses progrès justifient cette décision.

L'adulte qui désire s'inscrire à un cours est prié d'étudier le contenu de cette brochure, de remplir la formule C et de l'envoyer à la Direction de l'enseignement par correspondance. Les personnes qui font une demande dans les trois mois suivant leur départ de l'école doivent obtenir la recommandation du directeur de leur école et la joindre à la demande.

Elèves âgés de moins de 16 ans

Les cours par correspondance sont offerts à toutes les personnes domiciliées en Ontario qui ont l'âge de la scolarité obligatoire et ne fréquentent pas une école pour des raisons de santé, à cause de leur éloignement de l'école ou parce que le comité des départs scolaires prématurés du conseil scolaire leur a demandé de suivre ces cours. Ceux qui veulent s'y faire inscrire citent le plus souvent des raisons de santé ou leur éloignement de l'école.

Les parents ou le tuteur d'un enfant de moins de 16 ans qui est malade ou loin de l'école doivent, s'ils veulent le faire inscrire à des cours au palier secondaire, remplir la formule C et l'envoyer à la Direction de l'enseignement par correspondance, accompagnée d'un document prouvant que l'enfant est légalement dispensé de l'école.

Ontario residents temporarily absent from the province

Correspondence courses are available to adults who normally reside in Ontario and will be temporarily absent from the province (for a period not longer than three years). Children of school age normally resident in Ontario can be enrolled while temporarily absent from Canada.

An applicant who will be leaving Canada must provide the name and address of an Ontario resident who will act as a liaison person and assume responsibility for forwarding books, lessons, and marked assignments. The duties of this person are outlined at the time of the student's enrolment. Members of the Canadian Forces enrolled in correspondence courses while on overseas duty can arrange to have their lessons and textbooks forwarded from a Canadian Forces post office in Canada.

Before leaving Canada, a prospective applicant should study this calendar and complete Application Form F and submit it to the Correspondence Education Branch. If possible, applicants should visit the Correspondence Education Branch before leaving the country in order to discuss their program with staff members and obtain the appropriate lessons and textbooks.

Personnes domiciliées en Ontario mais temporairement absentes de la province

Les cours par correspondance sont offerts aux adultes résidant normalement en Ontario mais temporairement absents de la province. (La période d'absence ne doit pas dépasser trois ans.)

Toute personne intéressée s'apprêtant à quitter le Canada doit laisser le nom et l'adresse d'une personne domiciliée en Ontario qui servira d'agent de liaison et lui transmettra livres, leçons et devoirs corrigés. L'agent de liaison prend connaissance de ses fonctions au moment de l'inscription de l'élève. Les membres des Forces armées canadiennes inscrits à des cours par correspondance pendant leur séjour à l'étranger peuvent prendre des dispositions pour que leurs leçons et leurs manuels leur soient envoyés à partir d'un bureau de poste des Forces armées.

Toute personne qui désire s'inscrire à des cours au palier secondaire doit étudier cette brochure, remplir la formule F et l'envoyer à la Direction de l'enseignement par correspondance. Nous invitons les personnes qui ont fait une demande d'inscription à visiter les bureaux de la Direction avant de quitter le pays afin de discuter de leur programme avec les responsables des cours par correspondance et obtenir les leçons et manuels appropriés.

Information for Students

Renseignements à l'intention des élèves

Provision of materials, texts, and supplies

Once an application has been approved, the student is enrolled and provided with an initial set of materials. These materials include lessons, textbooks, and kits of learning materials. (Grade 13 students must obtain their own textbooks.) Further lessons and learning materials are supplied automatically as the student progresses through the course. Texts and kits are provided to students free of charge, and must be returned to the Correspondence Education Branch on completion or termination of the course concerned.

Submission and evaluation of assignments

The success of studies conducted by correspondence depends on the careful study of lesson materials, the regular completion and submission of assignments, and the constructive use of teachers' comments and suggestions.

As soon as the assignments for a lesson have been completed, the student should mail them to the Correspondence Education Branch and proceed with the next lesson without waiting for the return of evaluated assignments. Students are assigned to a correspondence course associate teacher for each course in which they are enrolled. The associate teachers are secondary school teachers located in various communities throughout the province. They evaluate the work that students submit and give assistance and advice.

Achieving credit

Students in the regular program earn credit for a grade 9 or 10 course by completing lesson assignments. The final mark is based on the assignments. There are no tests for these courses.

Matériel, manuels et fournitures

Dès qu'une demande est approuvée, l'élève est inscrit et on lui prête un jeu initial de matériel contenant leçons, manuels et trousseaux d'apprentissage. (Les élèves de la 13^e année doivent se procurer leurs propres manuels.) On remet automatiquement à l'élève d'autres leçons et matériel à mesure qu'il progresse. Manuels et trousseaux sont fournis gratuitement à l'élève et doivent être renvoyés à la Direction de l'enseignement par correspondance une fois le cours terminé.

Soumission et correction des devoirs

Pour que l'enseignement par correspondance lui soit profitable, l'élève doit bien étudier les leçons, faire ses devoirs, les soumettre régulièrement, et tenir compte des remarques et des suggestions de l'enseignant.

Aussitôt que les devoirs correspondant à une leçon sont terminés, l'élève doit les envoyer à la Direction de l'enseignement par correspondance et passer à la leçon suivante sans attendre que les devoirs corrigés lui soient renvoyés. Chaque élève relève d'un enseignant adjoint à la Direction de l'enseignement par correspondance pour chacun des cours auquel il est inscrit. Ces professeurs enseignent dans des écoles secondaires de la province. Ils évaluent le travail que les élèves soumettent, les aident et leur donnent des conseils.

Crédits

Les élèves du programme régulier obtiennent des crédits de 9^e et 10^e année en faisant les devoirs prescrits. La note finale se base sur les devoirs prescrits. Aucun examen n'est requis à ce niveau.

Students earn credit for a grade 11, 12 or 13 course by completing lesson assignments and writing a final supervised test. The final mark is based on both the assignments and the test. Students who for medical or other justifiable reasons wish consideration for exemption from the final test should write to the Registrar giving evidence in support of their request. In the 1977-78 year, all correspondence education students born in 1928 or earlier are exempted from writing supervised tests.

The final test is supervised by a correspondence course supervisor in the student's locality. On request, arrangements can be made for writing final tests at the Correspondence Education Branch office. Students living outside Ontario are asked to submit the name of a professional person to the Correspondence Education Branch office for approval as supervisor.

Continuity of studies

Students can begin courses at any time of the year. While regular submission of assignments is desirable, the flexibility of correspondence education makes it possible for a student to interrupt studies if necessary, and to resume studies at the point where they were interrupted.

Post-secondary objectives

Students whose objective is to gain admission to an institution of post-secondary education should consult officials of the institution to find out what standing or diploma is required, the particular subjects that are obligatory, and the special provisions that exist for the admission of mature students.

Horizons, an annual publication of the Ministry of Colleges and Universities, is a guide to educational opportunities in Ontario beyond the secondary-school level. It is available from the Information Branch, Ministry of Colleges and Universities, 6th floor, Mowat Block, Queen's Park, Toronto, Ontario M7A 1B9.

Les élèves obtiennent des crédits de 11^e, 12^e et 13^e année en faisant les devoirs prescrits et en passant à la fin du cours un examen écrit surveillé. La note finale se base à la fois sur les devoirs prescrits et sur l'examen. Les élèves qui, pour des raisons médicales ou autres, veulent se faire exempter de l'examen, doivent écrire au secrétaire de la Direction de l'enseignement par correspondance et justifier leur demande. Pour l'année scolaire 1977-78, tous les élèves des cours par correspondance nés en 1928 ou avant cette date sont exemptés des examens. L'élève passe l'examen final dans sa localité, sous la surveillance d'une personne désignée à cet effet. Les examens finals peuvent être passés sur demande au bureau de la Direction de l'enseignement par correspondance. Les élèves qui résident hors de l'Ontario sont priés de désigner une personne qui exerce une profession libérale pour les surveiller lors de l'examen et de soumettre son nom pour approbation au bureau de la Direction de l'enseignement par correspondance.

Reprise des études

Les élèves peuvent commencer un cours quand il leur convient. Bien qu'il soit souhaitable de soumettre les devoirs régulièrement, la soupleesse de l'enseignement par correspondance permet à l'élève d'interrompre ses études, si nécessaire, et de les reprendre plus tard.

Préparation aux études postsecondaires

Les élèves qui désirent s'inscrire à un établissement d'enseignement postsecondaire doivent se renseigner auprès des responsables de l'établissement sur le niveau d'études ou les diplômes exigés, les matières obligatoires et les stipulations spéciales régissant l'admission des adultes.

Tour d'horizon, une publication annuelle du ministère des Collèges et Universités, donne une idée des possibilités offertes au niveau postsecondaire en Ontario. On peut en obtenir un exemplaire à la Direction de l'information, ministère des Collèges et Universités, 6^e étage, édifice Mowat, Toronto (Ontario) M7A 1B9.

Certificates and Diplomas

Certification

Credits are awarded when the student achieves standing in a correspondence course.

Certificates issued by the Correspondence Education Branch have the same validity as those issued by Ontario secondary schools.

A certificate for completion of a correspondence course at the secondary-school level states the credit value of the certificate towards the Secondary School Graduation Diploma or Honour Graduation Diploma. When the student has earned through correspondence courses the last credit needed to meet Secondary School Graduation Diploma or Honour Graduation Diploma requirements, a diploma is issued by the Director of the Correspondence Education Branch or by the principal of the school concerned.

Diplomas issued by the Correspondence Education Branch and the credits for the diplomas which have been earned through correspondence studies are reported to the Ministry's Information Systems and Records Branch.

Qualifying students are recommended for designation as Ontario Scholars.

Secondary School Graduation Diploma

A student can fulfil the requirements for the Ontario Secondary School Graduation Diploma by accumulating credits through Ministry of Education correspondence courses, in an Ontario secondary school (day or evening program), in an inspected Ontario private school, or in a combination of these programs.

A student who is at least eighteen years of age and who has withdrawn from school for a period of at least one year can be granted equivalent credits for maturity and length of time out of school, for the successful completion of courses which are not normally identified as secondary school courses, and for the successful completion of each period of an apprenticeship training program. Equivalent credits granted are added to other credits the student has accumulated.

Certificats et diplômes

Certificats

L'élève reçoit des crédits pour un cours qu'il a suivi et réussi. Les certificats que décerne la Direction de l'enseignement par correspondance ont la même valeur que ceux qui sont décernés par les écoles secondaires de l'Ontario.

Un tel certificat donne la valeur en crédits du cours en vue de l'obtention du diplôme d'études secondaires ou du diplôme d'études secondaires supérieures. Quand l'élève a obtenu le dernier crédit nécessaire à l'obtention du diplôme d'études secondaires supérieures en suivant des cours par correspondance, le directeur de l'enseignement par correspondance ou le directeur de l'école lui décerne son diplôme.

La Direction des systèmes et des dossiers informatiques garde un dossier des diplômes décernés par la Direction de l'enseignement par correspondance ainsi que des crédits obtenus par l'élève en vue d'un diplôme.

Les élèves méritants sont proposés pour la récompense du mérite scolaire de l'Ontario.

Diplôme d'études secondaires

Pour satisfaire aux exigences du diplôme, l'élève peut accumuler des crédits en suivant les cours par correspondance du ministère de l'Éducation, en fréquentant une école secondaire de l'Ontario (cours de jour ou du soir), en suivant des cours dans une école privée inspectée ou en combinant ces divers moyens.

L'élève âgé d'au moins 18 ans, qui ne fréquente plus l'école depuis un an au minimum, peut obtenir des crédits en raison de sa maturité et du temps qu'il a passé en dehors de l'école; pour avoir terminé avec succès des cours n'étant pas normalement reconnus comme des cours du palier secondaire; pour avoir terminé avec succès chaque période de formation professionnelle. Les crédits obtenus s'ajoutent à ceux que l'élève possède déjà.

A correspondence education student can obtain information about necessary credits towards a Secondary School Graduation Diploma by writing to the Registrar of the Correspondence Education Branch and submitting official records and other relevant information. An assessment can be deferred until the student has made progress in correspondence course study.

Secondary School Honour Graduation Diploma

The requirements for the Secondary School Honour Graduation Diploma are met through the accumulation of six Ontario secondary school grade 13 credits. These credits may be obtained through studies completed through the Ontario Ministry of Education Correspondence Courses, in Ontario secondary schools or inspected private schools, or in a combination of these programs. No equivalent credits are granted for this diploma.

Statement of Achievement

On the request of a student, the Registrar of the Correspondence Education Branch will issue a statement of achievement indicating the courses completed, final marks, and the credit value of the courses. The student can request a progress report in a course in which a significant part of the required work has been completed and evaluated (at least ten lessons in a twenty-lesson course, and at least five lessons in a ten-lesson course).

Les élèves qui suivent des cours par correspondance peuvent se renseigner sur les crédits nécessaires à l'obtention du diplôme d'études secondaires en écrivant au secrétaire de la Direction de l'enseignement par correspondance et en lui envoyant les dossiers officiels et les renseignements appropriés. On attend quelquefois pour en faire l'évaluation que l'élève ait progressé dans ses études par correspondance.

Diplôme d'études secondaires supérieures

Pour satisfaire aux exigences du diplôme d'études secondaires supérieures, l'élève doit accumuler six crédits de la 13^e année du programme d'études de l'Ontario. Il peut obtenir ces crédits en suivant des cours par correspondance du ministère de l'Éducation, des cours de 13^e année dans une école secondaire de l'Ontario ou dans une école privée inspectée, ou encore une combinaison de ces cours. On n'accorde pas d'équivalence de crédits pour ce diplôme.

Relevé des résultats

Le secrétaire de la Direction de l'enseignement par correspondance remet à l'élève qui en fait la demande un relevé de ses résultats indiquant les cours terminés, les notes reçues et le nombre de crédits obtenus pour ces cours. L'élève peut demander un rapport sur ses progrès dans un cours si une assez grande partie des travaux exigés pour ce cours a été remise et corrigée (au moins 10 leçons pour un cours de 20 leçons et 5 pour un cours de 10 leçons.)

**Day-School Students
Program/Programme
offert aux élèves des
écoles secondaires**



Day-School Students Program

A student enrolled in grade 11, 12, or 13 in a public secondary school who has been granted a minimum of 10 credits prior to the date of application may be eligible to take a correspondence course while enrolled at school. The educational studies of a student in attendance at a secondary school are the responsibility of the principal of that school. On the written recommendation of the principal, the Director of the Correspondence Education Branch can admit an eligible secondary school student to one of the following courses if the student is not able to take the course at school: any correspondence course with a code beginning with 3, 4 or 5, plus English E111, English E211, Français f151, Français f251, French F103, French F203, Typewriting I, TY102, Typewriting II, TY200, Latin L211, Art A200, Drafting D202. Other grade 9 and grade 10 correspondence courses are not offered to public secondary day-school students.

Application Form D is available from the school attended by the student. The completed form, together with a copy of the student's complete secondary school record, a list of courses in the student's current program at school, and a written recommendation for enrolment from the principal, must be submitted to the director of the Correspondence Education Branch for approval. The signature of a parent or legal guardian is required for an applicant under eighteen years of age.

It is expected that before the student initiates a request for enrolment and the principal approves the request, both will give careful consideration to its appropriateness in light of the student's previous achievement, educational objectives, motivation, and available time.

Initially, a day-school student will be enrolled in only one course. A request for an additional course can be made after all of the lesson assignments in the first course have been

Programme offert aux élèves des écoles secondaires

Un élève inscrit dans une école secondaire publique en 11^e, 12^e ou 13^e année peut être admis à suivre un cours par correspondance. Le directeur de l'école est alors chargé des études de l'élève. Le directeur de l'enseignement par correspondance, sur la recommandation écrite du directeur d'école, peut admettre un élève de 11^e, 12^e ou 13^e année à l'un des cours suivants, si l'élève est dans l'impossibilité de suivre ce cours à l'école :

1. N'importe quel cours par correspondance de 11^e, 12^e ou 13^e année (soit les cours dont le numéro de code commence par 3, 4 ou 5).
2. Les cours par correspondance de 9^e ou 10^e année dont voici la liste : English E111, English E211, Français f151, Français f251, French F103, French F203, Typewriting I TY102, Typewriting II TY200, Latin L211, Art A200, Drafting D202. Les autres cours par correspondance de 9^e et 10^e année ne sont pas offerts aux élèves des cours de jour.

L'élève peut se procurer la formule D à l'école qu'il fréquente. Cette formule dûment remplie ainsi que le dossier scolaire de l'élève, une liste de ses cours et une recommandation écrite du directeur d'école doivent être soumis au directeur de l'enseignement par correspondance. Dans le cas d'un élève de moins de 18 ans, la signature des parents ou du tuteur est indispensable.

Nous recommandons aux élèves qui envisagent de faire une demande d'inscription aux cours par correspondance et aux directeurs d'école chargés de l'autoriser, de considérer avec soin les facteurs suivants : rendement de l'élève dans le passé, ses ambitions scolaires, son degré de motivation et le temps dont il dispose.

Un élève qui fréquente l'école le jour peut s'inscrire à un seul cours. L'élève peut faire une demande d'inscription à un autre cours une fois

completed. Form D is again used, and the school principal's written recommendation for enrolment is again required.

Day-school students who enrol in a correspondence course must schedule their work so as to complete the course within one year of the date of enrolment. The Correspondence Education Branch will terminate the enrolment of a student who has not completed the course within one year, or at any earlier date on the written instructions of the principal. Standing in the course in which the day-school student is enrolled (secondary school grade 9 and grade 10 courses included) requires completion of all lesson assignments and a final, supervised test. 1977-78 day-school students can write final tests on the following dates:

1. Monday, January 30th, 1978
2. Monday, June 5th, 1978
3. Monday, August 28th, 1978

A student is eligible to write a test only if permission from the school principal has been sought and granted at least a month prior to one of the test dates listed. Tests will be conducted only on the specified dates. They will be held in the student's secondary school under the supervision of a qualified staff member, between 1:15 and 3:15 p.m. A student may write only one test on any one of the test dates. It is possible for a student to be enrolled in one session and to write the test at the end of a later session.

A principal may grant a student permission to write a final test before all lesson assignments have been completed, but it is recommended that the student write only after all assignments have been submitted, evaluated, and returned with the teacher's comments and suggestions. Emphasis in tests is on material in the last half of the course. Before standing is granted, all course requirements, including completion of all assignments and the final test, must be met.

qu'il a terminé les devoirs prescrits pour son premier cours. L'élève se servira alors de la formule D et devra y joindre à nouveau la recommandation écrite du directeur.

L'élève qui fréquente l'école le jour et est en outre inscrit à un cours par correspondance doit organiser son temps de façon à terminer son cours dans un délai d'un an. La Direction de l'enseignement par correspondance se réserve le droit d'annuler l'inscription d'un élève qui ne termine pas son cours dans l'espace d'un an ou à n'importe quel autre moment à la demande écrite du directeur d'école.

Pour se faire reconnaître un cours auquel il est inscrit (y compris les cours de 9^e et 10^e année) un élève qui fréquente une école secondaire doit remettre tous les devoirs et réussir un examen final surveillé. On peut passer cet examen final aux dates suivantes :

1. le lundi 30 janvier 1978
2. le lundi 5 juin 1978
3. le lundi 28 août 1978

L'élève peut passer l'examen seulement s'il en a reçu la permission du directeur d'école au moins un mois avant le jour de l'examen. Les examens ne sont pas offerts en d'autre temps qu'aux jours déjà fixés. Ils auront lieu à l'école secondaire fréquentée par l'élève sous la surveillance d'un membre du personnel, entre 13 h 15 et 15 h 15.

Un directeur d'école peut accorder la permission à un élève d'écrire l'examen final avant d'avoir rendu tous ses devoirs, mais on recommande que l'élève l'écrive seulement lorsqu'il aura rendu tous ses devoirs, que ceux-ci auront été corrigés et qu'ils lui auront été renvoyés accompagnés des remarques et des suggestions de l'enseignant. L'examen porte en majeure partie sur la matière couverte dans la deuxième section du cours. Avant que l'on ne reconnaîsse un cours à l'élève, celui-ci doit avoir satisfait à toutes les conditions. Il doit donc entre autres avoir rendu tous ses devoirs et réussi l'examen final.

Course Descriptions/ Description des cours



Course Codes

Each secondary school correspondence course is identified by a code that consists of one or two letters followed by three numbers. The letter represents the name of the course subject. The first numeral represents the secondary school year in which the course is customarily taken. The last two numerals serve to distinguish between different courses offered in the same subject in the same year. Most correspondence courses have a value of one credit; courses having a value of one-half credit are indicated with a code number ending in x. The following are examples of course codes:

E111: a grade 9 English course

C401 and C404: different one-credit grade 12 chemistry courses

M422x: a one-half credit grade 12 Mathematics course

Code des cours

Chaque cours par correspondance au palier secondaire est identifié par un code qui consiste en une ou deux lettres suivies de trois chiffres. Les lettres représentent le nom du cours. Le premier chiffre (1, 2, 3, 4 ou 5) représente l'année des études secondaires durant laquelle le cours est habituellement suivi. Les deux derniers chiffres servent à distinguer les différents cours offerts pour la même matière dans la même année. La plupart des cours par correspondance donnent droit à un crédit. Les cours donnant droit à un demi-crédit sont désignés par un numéro de code se terminant par un x. Voici quelques exemples :

f151 : un cours de français de 9^e année donnant droit à un crédit.

f561 et f562 : deux cours de français de 13^e année donnant droit à un crédit chacun.

M422x : un cours de *Mathematics* de 12^e année donnant droit à un demi-crédit.

List of Courses/ Liste des cours

Business Studies

General Business

Consumer Studies CS200

Marketing MK300

Business Organization
and Management B0300

Computer Fundamentals CF300

Marketing MK400

Law LW402

Secretarial

Typewriting I TY102

Typewriting II TY200

Communications and
Business Procedures I CB300

Communications and
Business Procedures II OP400

Pitman Shorterhand I SH302

Pitman Shorthand II SH400

Accounting

Accounting I AC305

Accounting II AC405

Accountancy Practice AC503

English

English E130

English E160

English E111

English E211

English E311

English E421

English E422

English E521

English E522

English E302x

Readings in Archaeology

English E306x

Readings in Science Fiction

English E308x

Grammar

English E402x

Readings in Wilderness

English E404x

Readings in Flight

English E408x

Creative Writing

Français

Français f151

Français f251

Français f351

Français f451

Français f561

Français f562

French and German

French F103

French F203

French F111x

French F301

French F401

French F521

French F522

German GR501

Geography

Geography G103
 Geography G203
 Geography G300
 Geography G303
 Geography G311x
 Fundamentals of Physical Geography

Geography G400
 Geography G401
 Urban Studies G403

Geography G503

History and Social Sciences

History H103
 History H203
 World Politics WP300
 History H301
 History H305
 Economics EN402
 Man in Society MS400
 History H401
 Economics EN501
 History H503

Latin

Latin L211
 Latin L311
 Latin L411
 Latin L521
 Latin L522

Mathematics*Series A*

Mathematics M111x
 Mathematics M101
 Mathematics M201
 Mathematics M303
 Mathematics M403
 Mathematics M511
 Mathematics of Investment
 Mathematics M551
 Relations and Functions
 Mathematics M522
 Calculus
 Mathematics M553
 Algebra

Series B

Mathematics M100
 Mathematics M200
 Mathematics M302
 Mathematics M402
 Mathematics M511
 Mathematics of Investment
 Mathematics M522
 Calculus

Series C

Mathematics M160
 Basic Arithmetic
 Mathematics M220x
 Consumer Computations
 Mathematics M222x
 Consumer Computations
 Mathematics M320x
 Investment Computations
 Mathematics M322x
 Business Computations
 Mathematics M420x
 Investment Computations
 Mathematics M422x
 Business Computations

Science

Science SC101

Science SC201

Geology GL302

Physics P303

Physics P503

Chemistry C404

Chemistry C401

Chemistry C501

Biology BY402

Biology BY501

Technical Subjects

Carpentry CY300

Basic Carpentry

Drafting D202

Basic Drafting

Drafting D308x

Introduction to Blueprint Reading

Drafting D318x

Intermediate Blueprint Reading

Visual Arts*Practical*

Art A200

Beginning in Art

Art A401x

Composing Your Art

Art A402x

Style in Art

Art A501

The Artist's Study

Art Appreciation and History

Art A301

Through Artists' Eyes

Art A303x

Art to 1500

Art A403x

Great European Art

Related Arts Courses

Theatre Arts TA300

Introduction to Drama

Art A302x

Prints Without a Press

Film Arts FA402x

Film, the Lens, and You

Film Arts FA404x

Cinematography

Business Studies

The following twenty-lesson courses are offered:

General Business

Consumer Studies CS200

Marketing MK300

Business Organization and Management B0300

Computer Fundamentals CF300

Marketing MK400

Law LW402

Secretarial

Typewriting I TY102

Typewriting II TY200

Communications and Business Procedures I CB300

Communications and Business Procedures II OP400

Pitman Shorterhand I SH302

Pitman Shorthand II SH400

Accounting

Accounting I AC305

Accounting II AC405

Accountancy Practice AC503

Consumer Studies CS200

(new course)

This course is designed to increase the student's awareness and understanding of the way in which the modern marketplace operates. It should be an enjoyable and stimulating learning experience since it is written with the consumer's point of view in mind, and covers topics which are relevant to daily living. These include credit, real estate, transportation, money, budgeting, and basic buying principles. It is a good choice for a beginner in Business Studies. The language is simple and precise and the exercises are straightforward. Satisfactory completion of the course will help students become wiser consumers and prepare them for more advanced business courses.

Marketing MK300

Written with the consumer's point of view in mind, this course gives the student an understanding of the various aspects of marketing, with emphasis on retail merchandising. It begins with an examination of retailing in general and then looks at different types of retail operations, including the department store and discount store. The mechanics and complexities of establishing and operating a retail store are outlined under topics such as types of ownership, selection of location, selection of equipment, merchandise purchasing and pricing policies. After completing the course, the student should have a better understanding of retailing and become a more careful shopper.

Business Organization and Management B0300

This course explores the world of business. It examines the way in which businesses are owned, organized, and managed. The different forms of business ownership are studied, with emphasis on the corporate form and an examination of the problems of large corporations. The effects on business of the activities of the three levels of government are examined. The second half of the course involves a specific study of business operations, including preparations for production and the complexities of the actual production process. The departments of a large business, such as the finance department and the personnel department, are discussed. (The course is not intended to qualify the student as a business administrator or manager; it is designed to develop an understanding of the complexities of the business world.)

Computer Fundamentals CF300

By explaining automatic and electronic data processing theories and procedures, this course aims to dispel some of the mystique that is traditionally associated with computers. It covers such topics as the punched card, the binary system, computer storage, flowcharting, machine language, data recording media, computer concepts, and an introduction to logic. Upon completion, students will have a basic understanding of how a computer works and how a computer program is made. The course concentrates on theory as there is no opportunity to test programs. No additional credit will be obtained in this course by any student who has completed an introductory course in computer fundamentals elsewhere.

Marketing MK400

The principles of sales promotion and advertising will be studied in detail. The course covers topics such as market research, consumer demands, the advertising media, trademarks, packaging, and sales promotion. After completing this course, the student should be better able to recognize excellence in marketing.

Law LW402

Canadian law as it applies to ordinary business and private affairs is the subject of this introductory course. The student gains some knowledge of legal rights and obligations and learns to recognize situations that require professional legal advice. The course does not prepare the student to handle legal affairs. It begins with a brief consideration of the origins of law, classes of law, and the administration of law, then proceeds to a more detailed study of family law, criminal law, the law of contracts, negotiable instruments, employment, and sales.

Typewriting I TY102

This introductory course provides the student with sufficient background in typing for personal use, together with a sound foundation for further development of the skill. (The student must provide his or her own typewriter.) The development of correct techniques for touch-typing is stressed throughout the course. The topics covered include the set-up and placement of material, composing at the typewriter, simple tabulation, personal letters, and business letters.

Typewriting II TY200

This course is designed to develop and expand the skills learnt in TY102. (The student must provide his or her own typewriter.) It reviews the basic skills and includes advanced tabulation, business letters, business forms, and duplicating methods. There is considerable practice in composing at the typewriter and sustained copy typing. Students who request enrolment in this course should have completed TY102 or the equivalent.

Communications and Business Procedures I CB300

(replaces OP300)

This course is designed to assist the student to understand the characteristics of the modern business office and to develop a high degree of skill in the use of the typewriter. (The student must provide his or her own typewriter.) The topics include office mail operations, telephone services, filing procedures, business letters and

reports, dictation, transcription, and duplication. A student who requests enrolment in this course should have completed TY102 and TY200 or the equivalent.

Communications and Business Procedures II OP400

This course provides further development of typing skills and additional information on modern office procedures. (The student must provide his or her own typewriter.) It deals with secretarial techniques, business equipment, legal forms and documents, manuscripts, itineraries, and filing systems. A student who requests enrolment in this course should have completed CB300 or the equivalent.

Pitman Shorthand I SH302

(replaces SH300)

This course covers the work in Pitman Shorthand with additional transcription material supplied in the lessons. Controlled dictation is provided by means of records. (The student must obtain a record player capable of playing the 45 r.p.m. records, and a typewriter.) As stenographic work requires a good background in English and typing, a student should have completed several courses in English and at least an introductory typing course before requesting enrolment.

Pitman Shorthand II SH400

This advanced course in Pitman Shorthand is primarily a dictation and transcription course designed to increase the student's speed in taking dictation and in producing an accurate and attractive transcript at the typewriter. The text is *Pitman Shorthand Dictation and Transcription*, which places increased emphasis on phrasing and expansion of vocabulary. Controlled dictation is provided by means of records. (The student must obtain a record player capable of playing both 45 and 33 1/3 r.p.m. records, and a typewriter.) The background for this course is provided by TY200 and Shorthand I SH300 or equivalent courses. (Note: Shorthand I SH300 is no longer offered.)

Accounting I AC305

This beginner's course introduces the basic principles, concepts, and procedures of accounting and bookkeeping. Topics include the journal, the ledger, the profit and loss statement, the balance sheet, the synoptic journal, and special transactions. In addition, the course deals with the basic use of flowcharts, with special attention to business systems and procedures.

Accounting II AC405

A continuation of AC305, this course is designed to expand the student's knowledge of accounting as applied to special journals, bank reconciliation, payroll, adjustments, classified statements, voucher systems, partnerships, and corporations. A student who completes this course should be able to maintain a set of books for a small business or fill a junior accountant's position.

Accountancy Practice AC503

This course teaches Canadian accounting practices. It begins with a study of some of the fundamental bookkeeping principles, then offers a detailed study of accounting procedures for a proprietorship, a partnership, and a limited company. Specialized procedures, such as the handling of manufacturing or departmental accounts, are studied. Considerable emphasis is placed on the theory behind accounting systems and on the accountant's use of the data supplied by each system. The course does not prepare a person to be a professional accountant; to achieve that objective, study with a professional accounting society is required. Students selecting this course who have no background in Accounting should provide evidence of their ability to function at the grade 13 level.

The text is:

Leonard, W. G., and Beard, F. N. *Canadian Accounting Practice*. 2nd ed. Toronto: McGraw-Hill Ryerson, 1963.

English

The following twenty-lesson courses are offered:

English E130

English E160

English E111

English E211

English E311

English E421

English E422

English E521

English E522

The following ten-lesson courses are offered:

English E302x

Readings in Archaeology

English E306x

Readings in Science Fiction

English E308x

Grammar

English E402x

Readings in Wilderness

English E404x

Readings in Flight

English E408x

Creative Writing

A mature student who has been active in the business world or has read widely should be capable of working successfully in a grade 11 course in English. Even if the student has done no formal work in grade 9 or grade 10 English in secondary school, enrolment in English E311 or in any of the ten-lesson courses can be requested.

English E130

Like playing tennis or driving a car, expressing oneself in writing requires practice. This course in basic English is especially designed to improve the student's ability with written language. In each lesson the student encounters real-life situations. Short practical tasks help in using language with ease and to read, think, and write about topics of personal interest. The student gains more confidence in the conventions of spelling, grammar, punctuation, and vocabulary. This course is useful both to students whose native language is English and to those for whom English is a second language. Where required, textbooks are provided.

English E160

This traditional course, intended for students who would like remedial work in English before undertaking the subject at the secondary-school level, offers a review of grammar and practice in both spelling and writing. The program also includes the study of word meanings and experience in understanding the writings of others. A number of texts, including a short novel, and aids such as a dictionary and workbooks are provided.

English E111

This is a comprehensive first-year course in high school English. A selection of short stories and two action-filled novels, one of them a science-fiction work, form the greater part of the reading for this course. Plays and poems make up the remainder of the literature selections. Practice in writing short assignments as well as a review of the use of language will help the student to communicate more clearly.

English E211

Writers employ various established literary forms such as the novel, the short story, the play, and poetry to present their ideas. Examples of these forms, including writings by Nevil Shute, John Wyndham, and Kenneth Bagnell, are introduced and explored in this course. In addition, this program is intended to be helpful in improving students' knowledge of grammar and word usage by giving them the opportunity to exercise their writing skills and have them evaluated.

English E311

The emphasis in this varied English program is on enjoyment. Students will have an opportunity to express their own ideas in discussions based on various short stories and the contemporary novel *To Kill a Mockingbird*. The drama section offers a brief look at the theatre in Canada and a choice of either a group of short contemporary plays or a modern version of *Romeo and Juliet*. Students are also encouraged to assess the mass media – print, radio, film, and television – which play such a dominant role in contemporary life. Practice in writing effective social and business letters as well as experience in developing other writing skills provide students with good preparation for the business world or further education.

English E421

This advanced-level course provides a good foundation for English study in grade 13 and beyond. The reading selections are varied: short stories and essays, short and longer poems, one-act and full-length plays, and the short and full-length novel. Among the literary works proposed for study are such well-known titles as *Miss Julie* (Strindberg), *The Pearl* (Steinbeck), *Macbeth* (Shakespeare), and *Death of a Salesman* (Arthur Miller), with *Sons and Lovers* (D. H. Lawrence) offered as an alternative. Many of the lessons allow for student choice. The course encourages students to read, think, and write with literary insight.

English E422

This English program is an invitation to adventure. It is designed to help students discover several forms of literature and learn more about themselves. Twenty lessons encourage students to express their opinions about various short stories, poems, plays, essays, and novels and to explore contemporary issues. The language usage section of each lesson is directly related to the students and their everyday encounters with language. How easily are we persuaded by what we read and see? Are we critical enough in our reactions to television, radio, and newspapers? To what extent are we concerned about our own use and appreciation of language? Practice in the completion of forms and letters of application and the writing of reports will help to prepare students for the business world.

English E521

This is an updated, valuable program for any student of English at the Senior level. A comparative study of various forms of literary writing (the short story, the essay, poetry, drama, the novel) provides students with an opportunity to evaluate literature, to express their opinions, and to improve their writing. Instruction and practice in précis and essay writing prepare students for work at the post-secondary level. The course is intended to develop two basic skills: appreciative reading and effective writing.

The texts include:

Charlesworth, R., and Lee, D., eds. *Anthology of Verse*. Toronto: Oxford University Press, 1964.
 Ford, M. *Techniques of Good Writing*. Toronto: The Book Society of Canada, 1961.
 Giraudoux, J. *The Madwoman of Chaillot*. Toronto: McGraw-Hill Ryerson, 1969.
 Hemingway, E. *A Farewell to Arms*. New York: Charles Scribner's Sons, 1957.
 Shakespeare. *Hamlet*. Falcon edition. Toronto: Longman, 1963.

English E522

What is a Canadian? How is the Canadian sense of identity reflected in the writings of our authors – those who were born here and those who, like Susannah Moodie, came as immigrants? Morley Callaghan, Margaret Atwood, Gabrielle Roy, and Mordecai Richler are among the well-known contemporary authors who bring wit and insight to the Canadian experience. The student will also encounter a host of other Canadian writers in this course designed for the reader who wants to learn more about this country's literary heritage.

Basic texts for the course include:

Mandel, Eli. *Poets of Contemporary Canada*. Toronto: McClelland & Stewart, 1972.
Mickleburgh, Brita. *Canadian Literature*. Toronto: McClelland & Stewart, 1973.

English E302x**Readings in Archaeology**

This course consists of readings, in prose and poetry, on the theme of archaeology. It is recommended for students who have a particular interest in past civilizations and archaeological discoveries. Three major civilizations are examined: the Minoan, the Mayan, and the Viking. The course includes assignments designed to develop the student's writing skills.

English E306x**Readings in Science Fiction**

This ten-lesson course explores some of the ways in which well-known twentieth-century writers see the future. The variety of absorbing short stories and novels selected take an imaginative look at our future on earth and in the vast reaches of space. Included in the program of study are such classics as *Brave New World* and *2001: A Space Odyssey*. Each lesson provides the student with experience in developing critical and creative potential as a writer.

English E308x**Grammar**

This course will be useful to students who want to brush up on their grammar. Acceptable forms and appropriate levels of usage in business and in more general situations are examined and the reasoning behind them explored. The emphasis of the approach is constructive rather than corrective.

English E402x**Readings in Wilderness**

Is our wilderness truly a dwindling heritage? If so, why is it being diminished, and by whom? Should we try to save it? How? Some of the answers that men and women have suggested to these vital questions at various times and places are presented in this course of prose and poetry readings. Assignments encourage students to develop their powers of self-expression. Current material, both books and articles, keep the course up-to-date and stimulate students to form and express their ideas on this vital topic.

English E404x**Readings in Flight**

From Leonardo da Vinci's flying machine (1452) to the moonwalk, this ten-lesson course chronicles the adventurous story of flight. First-person accounts by early flyers and illustrations of aircraft supplement the exciting novels in the course. The readings serve as a stimulus to the development of writing skills.

English E408x**Creative Writing**

Students with an urge to write or with an interest in improving their writing will find the models and assignments in this course helpful. While the course has been structured to meet several kinds of writing needs and develop certain writing skills, the creative assignment in each lesson gives the student an opportunity for undirected, personal expression. The reading selections are intended to increase appreciation of various writing styles and techniques and to extend reading interests.

Français

Les cours de français destinés aux élèves francophones comprennent 20 leçons chacun et correspondent aux cours du programme avancé.

Le programme d'études comprend les cours suivants :

Français f151

Français f251

Français f351

Français f451

Français f561

Français f562

Français f151

Ce cours s'adresse aux élèves qui ont complété le programme de la 8^e année du palier élémentaire en langue française, ou l'équivalent. Chacune des 20 leçons de ce cours se développe autour d'un thème. La composition et la grammaire s'y rapportent directement. La partie *littérature* permettra aux élèves de prendre connaissance des grands auteurs des littératures française et canadienne-française. Le programme d'études inclut les ouvrages suivants : *Lettres de mon moulin* (Daudet), *Le Lion* (Kessel), *Le Voyage de M. Perrichon* (Labrache). Ce cours donne aux élèves la préparation nécessaire au cours de français f251. Les élèves de langue anglaise qui lisent, écrivent et parlent couramment le français au niveau de la 8^e année peuvent s'inscrire à ce cours s'ils le désirent.

Français f251

Ce cours s'adresse aux élèves qui ont complété le cours de français f151 ou l'équivalent. Outre l'étude de nombreux morceaux choisis de prose et de poésie française et canadienne-française, le programme d'études inclut les ouvrages suivants : *Maria Chapdelaine* (Hémon), *Contes du lundi* (Daudet), *Il ne faut jurer de rien* (Musset). Ce cours donne aux élèves la préparation nécessaire au cours de français f351.

Français f351

Ce cours s'adresse aux élèves qui ont complété le cours de français f251 ou l'équivalent. Outre l'étude de nombreux morceaux choisis de prose et de poésie française et canadienne-française, le programme d'études inclut les ouvrages suivants : *L'Avare* (Molière), *Le Grand Meaulnes* (Fournier), *Zone* (Dubé). Ce cours donne aux élèves la préparation nécessaire au cours de français f451.

Français f451

Ce cours s'adresse aux élèves qui ont complété le cours de français f351 ou l'équivalent. Chaque leçon de ce cours comprend deux parties : a) Étude de textes; b) Étude de la langue et de ses éléments. Outre l'étude de nombreux morceaux choisis de prose et de poésie française et canadienne-française, le programme d'études inclut les ouvrages suivants : *Le Cid* (Corneille), *Cyrano de Bergerac* (Rostand), *Vol de nuit* (Saint-Exupéry). Ce cours donne aux élèves la préparation nécessaire aux cours de français f561 et f562.

Français f561

Ce cours s'adresse aux élèves qui ont complété le cours de français f451 ou l'équivalent. Le programme offre l'étude d'ouvrages classiques et modernes, comprenant des pièces de théâtre : *Andromaque* (Racine), *Topaze* (Pagnol); des romans : *Les Saints vont en enfer* (Cesbron), *Rue Deschambault* (Gabrielle Roy); des morceaux choisis de prose et de poésie. La partie étude de la langue comprend l'étude de la syntaxe et quelques notions de phonétique. L'élève acquerra la maîtrise de la langue parlée et écrite comme instrument de communication, avantage appréciable tant au point de vue professionnel que culturel.

Les manuels à l'étude sont les suivants :

Andromaque (Racine), *Les Petits Classiques Bordas*, *Topaze* (Pagnol), *Livre de Poche* n° 294; *Les Saints vont en enfer* (Cesbron), *Livre de Poche* n°s 2301-02; *Rue Deschambault* (Gabrielle Roy), édition ordinaire; *Le Plan*, *Livre de l'élève* (L. Geslin et J.-M. Laurence); *Initiation à la phonétique* (R. Bergeron); *Précis de grammaire française* (Grévisse).

Français f562

Ce cours s'adresse aux élèves qui ont complété le cours de français f451 ou l'équivalent. Le programme est une étude approfondie du théâtre canadien-français. Le manuel de base est *Le Théâtre québécois* de J.-C. Godin et L. Mailhot. Les œuvres suivantes sont à l'étude : *Sonnez les matines* de Félix Leclerc, *Bousille et les justes* de G. Gélinas, *Au cœur de la rose* de P. Perrault, *Au retour des oies blanches* de M. Dubé, *Le Temps sauvage* de A. Hébert.

Outre l'intérêt que présente pour tous le théâtre canadien-français, ce cours est particulièrement utile aux élèves qui ont l'intention de se spécialiser dans le théâtre.

French and German

The French (and German) courses are designed principally for students whose first language is English and who wish to begin or continue their study of French (or German) as a second language.

The following twenty-lesson courses are offered:

French F103

French F203

French F301

French F401

French F521

French F522

German GR501

The following ten-lesson course is offered:

French F111x

French F103

(replaces French F101)

This is a new course introduced in September 1977. It employs Books 1 and 2 of the *Passeport français* series which is being used currently in many Ontario secondary schools. Oral skills (taught by means of phonograph records) are balanced and reinforced by a written program presented in a witty, contemporary style.

A special feature of F103 is that it can be attempted both by beginners and by those with a background in French studies. Students who have completed one or several years of elementary school French, for example, should enrol in F103. Adults who have acquired a substantial but basically informal knowledge of the language should also enrol in this course.

Upon completion of F103, students will be prepared to go on to F203.

French F203

(replaces F201)

F203 continues in the same style and with similar materials to those used in F103. A series of phonograph records is integrated with Books 3 and 4 of *Passeport français*.

This course is being offered for the first time to enable F103 students to continue immediately with another course presented in a similar manner. Students who have completed a grade 9 course equivalent to F103 (but which did not employ *Passeport français*) will be able to review this style of learning French in the first two lessons of F203.

Upon completion of F203, students will be prepared to go on to F301.

French F301

In this course students continue to develop the language skills learnt in earlier courses. An important feature of French F301 is the introduction of more challenging readings in French prose. This intensive reading is important groundwork for acquiring the ability to read the various styles of French currently in use. As in the earlier correspondence courses, the student is lent phonograph records for practice with the spoken language. Students who wish to enrol in F301 are expected to have completed courses equivalent to F203 or its predecessor, F201.

French F401

The aim of F401 is to continue the development of mature language skills begun in F301. Along with grammar and translation studies, the student will read French texts designed to build vocabulary and to enhance both reading and writing ability. Practice in oral comprehension and spoken French is provided through a series of records supplied with the lessons. The student who enrols in F401 is expected to have completed F301 or its equivalent.

French F521

This senior course combines reading (short stories and a modern play) and composition (grammar study and writing practice). As in earlier courses, oral practice and comprehension studies are conducted by means of phonograph records. Students are expected to have completed F401 or its equivalent before they attempt F521.

On completion of F521, students should be able to read and write everyday French, and also be able to express themselves adequately in most conversational situations.

The texts include:

Gelinas, G. *Hier les enfants dansaient*. Ottawa: Éditions Leméac, 1968.
 Jeanneret, F.C.A.; Hislop, E. E.; and Lake, M. H. *Cours moyen de français*. Part II. Toronto: Clarke, Irwin, 1968.
 Maupassant, Guy de. *Contes choisis de Guy de Maupassant*. Toronto: Clarke, Irwin, 1967.

French F522

This course should appeal especially to students who intend to continue their study of French beyond secondary school. Advanced grammar topics are included in the course, but the major emphasis is on developing a good writing style. The study of texts provides guidance in the appreciation and critical study of French literature. Phonograph records are provided for practice with the spoken language. Students may take F521 and F522 concurrently but are expected to have completed F401 or its equivalent before enrolling in F522.

The texts include:

Carlut, C., and Meiden, W. *French for Oral and Written Review*. Toronto: Holt, Rinehart and Winston, 1968.
 Molière. *Le bourgeois gentilhomme*. Toronto: Copp Clark, 1947.
 _____. *Tartuffe*. Paris: Éditions Bordas, 1969.
 Roy, Gabrielle. *Rue Deschambault*. Montreal: Librairie Beauchemin, 1974.

German GR501

This course is designed to present a balanced program for the development of language skills. The main stress of the course is on advanced grammar study and on reading and writing modern German. Reading materials focus on social and cultural topics relevant to post-war Germany. Students enrolling in GR501 are expected to have completed a grade 12 German course or its equivalent.

The texts include:

Winkler, G. et al. *A-LM German*. Level Three. 2nd ed. Toronto: Longman, 1971.
 _____. *Student Exercise Book for A-LM German*. Level Three. 2nd ed. Toronto: Longman, 1971.

French F111x

Many adults who wish to resume French studies have completed at least two years of formal French study in secondary school. Although such students have often forgotten much of the grammar and vocabulary, they are able to recall the essentials through a short review. Thus, instead of working through the 40 lessons of F103 and F203, these students can take this ten-lesson refresher course. F111x enables students to proceed to F301 or to F401 if they already have the equivalent of F301. It should be noted, however, that F111x only covers the first two years of secondary school French and is therefore not an adequate preparation for F521 and F522.

Geography

The following twenty-lesson courses are offered:

Geography G103
Geography G203
Geography G300
Geography G303
Geography G400
Geography G401
Urban Studies G403
Geography G503

The following ten-lesson grade 11 course is offered:

Geography G311x
Fundamentals of Physical Geography

A mature student can request enrolment in any of the grade 11 or grade 12 courses, even if no previous work has been done in grade 9 or grade 10 Geography.

Geography G103

This course examines the continents of Europe and Asia or Eurasia. The most important nation under study, the U.S.S.R., stretches across both continents. Populations and topographies of certain European and Asiatic countries are examined separately. The course seeks to foster a sympathetic understanding of problems that may seem remote to most Canadians. The colourful maps and illustrations in the newly-revised text, combined with the illustrative materials in the lessons, help to make this an interesting and relevant course.

Geography G203

Whether Canadians have travelled widely in their own country or have simply studied maps, photographs, and films, they are aware of the great diversity of Canada's geography. This diversity and the contrast between the vast size of the country and the small, scattered pockets of population create many problems and offer unlimited topics for investigation.

The first part of this course is an introduction to the physical landscape of Canada, from which a firm understanding of the origins and appearance of the land can be established. Based on this knowledge, the settlement and economic development of Canada can be better appreciated and many current problems seen in a clearer perspective.

This course is particularly suited to students who have been away from studies for some time, as it enables them to use personal experience as well as textual material as resources for completing assignments. Many opportunities exist for students to research topics of their choice and conduct geographical investigations in their own neighbourhood.

Geography G300

The fishing banks of Newfoundland, the farms of Ontario, the mines of the Pre-Cambrian Shield, the oil fields of the west – what is the economic contribution of each of Canada's regions and how are they dependent on one another? How do geographic factors influence the economic relationship between Canada and the United States? In addition to these issues, regional and local topics such as methods of land use, forestry procedures, the tourist industry, life in the Arctic, and national and human resources are examined. Topographic maps are studied.

Geography G303

(replaces G301)

People exist in both natural and engineered environments. Because these environments must work closely together, it is important to understand how each works and how the interaction proceeds. This course examines the interaction of land and people, how it happens, and the effect it has on the land and the people. The emphasis is on physical geography and the development of basic skills like using the atlas and interpreting topographic and weather maps and charts. The texts include *The Canadian Oxford School Atlas* (Metric edition), and *The Physical Environment* (Metric edition) by R. Inch and W. Stone.

Students enrolled in G400 cannot take G303.

Geography G400

The prime concern of these environmental studies is the importance of the conservation of the natural resources of the world. The soils, vegetation, lakes, rivers, minerals, and industrial resources, as well as the precipitation and other climatic factors of various regions of the world, are studied as resources and examined in terms of the continuation of life. The methods whereby people can make wiser use and renew the resources of the environment are closely examined. Students are required to do assignments with topographical and weather maps. The texts include *Landscapes of the World* and *The Canadian Oxford School Atlas*.

Students enrolled in G303 cannot take G400.

Geography G401

This grade 12 course requires a knowledge of the fundamentals of both physical and human geography. Selected areas in the United States, Europe, and Asia and related topographic maps and aerial photographs are examined. Problems such as political boundaries, overpopulation, and the relationship between the metropolis and its rural surroundings are studied within the context of the selected areas. The texts include *The Canadian Oxford School Atlas* and *Selected Studies in Regional Geography*.

Urban Studies G403

The causes and consequences of modern Canadian urban development as well as the nature of cities and towns in Ontario and Canada are the themes of this course. Urbanization, urban problems in large Canadian cities, pioneer settlements, small towns in Ontario, and an in-depth study of Toronto are among the topics covered. The student is given the opportunity to do optional research on the Mid-Canada Development Corridor or a study of the local community. The texts include *Urban Prospects: Patterns of Settlement in Southern Ontario and Toronto: An Urban Study*.

Geography G503

In less than a generation Canada has been transformed from a country of farmers, miners, fishermen, and woodsmen to one where urbanization and industrialization are key factors in the nation's economy and future prosperity. Canada is a diverse nation with many different regions, each with its own characteristics and problems. This course aims to involve the student in a deeper understanding of Canada and its existence as a collection of regions that together make up a highly distinctive country. Students wishing to enrol in this course must have a good grounding in physical and human geography, such as that provided in G311x. Resources for study include a recent text, a book of readings, and numerous up-to-date references, together with air photographs and topographic maps.

The texts include:

Irving, R. M. *Readings in Canadian Geography*. Revised edition. Toronto: Holt Rinehart and Winston, 1972.

Putnam, D. F., and Putnam, R. G. *Canada: A Regional Analysis*. Toronto: J. M. Dent and Sons, 1970.

Geography G311x

Fundamentals of Physical Geography

Explorations of the moon's surface may make headlines, but how much do most of us know about the earth on which we live? This course in physical geography includes such topics as earth structure, rock structure, continental drift, land forms created by running water and wind, elements of climate, climatic classification, natural vegetation, and soils. Special attention is given to the reading and interpretation of topographic maps, aerial photographs, and weather maps. This course is designed to provide geographic skills and knowledge necessary for more advanced geography courses, including G503.

History and Social Sciences

The following twenty-lesson courses are offered:

History H103
History H203
World Politics WP300
History H301
History H305
Economics EN402
Man in Society MS400
History H401
Economics EN501
History H503

Mature students can request enrolment in any of the grade 11 or grade 12 courses – History H301, History H305, History H401, World Politics WP300, Economics EN402, Man in Society MS400 – even if they have done no work in grade 9 or grade 10 History.

History H103

(replaces H200)

The general objectives of this course are: to develop an understanding and appreciation of the Canadian heritage; and to develop an understanding and appreciation of various cultural groups and their contributions to the Canadian heritage. More specifically, the course focuses on various cultural groups in Canada such as the Blacks, the Jews, and the Japanese, with major emphasis on the three “founding nations” – the native people, the French, and the British. In addition, some of the lessons are devoted to a consideration of Canada’s immigration policies, past and present; biculturalism and multiculturalism; and the mosaic versus melting pot theories on the nature of Canada’s population mix.

History H203

(replaces H201)

This course examines some of the major issues of concern in contemporary Canada. It includes a study of government and law, English-French relations, Canadian-American relations, and Canada in the world community. Students will have the opportunity to learn about their rights and responsibilities as citizens of Canada and to clarify their perceptions of present-day problems. Resource packages of readings, photographs, cartoons, and documents enrich the textbook and assist the students to analyze the issues in a historical fashion. Students are encouraged to think about the implications of the issues to Canadians in Canada and in the world community.

World Politics WP300

Government on all levels is playing an increasingly important part in the lives of all people. Do we, as citizens, have the necessary understanding to participate in the political process? This course discusses the organization of government; aspects of different systems of government such as fascist, communist and democratic; the role of the individual in government; the Third World; the origins and impact of war; the meaning and growth of nationalism and internationalism, and their implications for the future. Readings and illustrations are included in the lessons. The resource text is *Inside World Politics*.

History H301

Modern civilization owes much to the ancient and medieval worlds. The themes covered in this study focus on the contributions of past civilizations to present ones, in particular to Western Civilization. The first ten lessons examine the history of ancient Greece and Rome; the last ten lessons focus on some of the mainstreams of medieval history. Included in the medieval section are lessons on feudalism, the influence of Roman Catholicism, the rise of business, the Renaissance, the growth of Protestantism, and the beginnings of the modern nation state. Pamphlets, documents, and illustrations supplement the text, *The Enduring Past*.

Note: Students enrolled in H301 cannot take H305.

History H305

Our heritage from Medieval and Renaissance Europe is emphasized in this survey of the evolution of Western Civilization from approximately 400 A.D. to 1600 A.D. Topics include a study of the great events, institutions, art and other aspects of culture, as well as the forces that shaped the development of Europe during the turbulent period of history extending from the declining years of the Roman Empire, through the Middle Ages, to the era of the Renaissance and the Reformation. The texts include *The Emergence of Europe, Civilization in Perspective*, and *Renaissance and Reformation*, Unit 1 of *Europe and the Modern World*.

Note: Students enrolled in H305 cannot take H301.

Economics EN402

(replaces EN400)

This is an introductory course in economics. It is based on two textbooks, *Understanding the Canadian Economy* and *Readings in the World of Economics*. In addition, each lesson contains relevant reading selections. The various forms of economic organization – traditional, socialist, fascist, communist and capitalist are explored. Particular emphasis is given to influences on and the operation of Canada's economy. Economic problems of developing countries are also considered.

Man in Society MS400

The objectives of this course are: to lead students to an understanding of some of the institutions and forces in contemporary life; to enable them to make an assessment of their relationship to the society in which they live; and to provide some understanding of other societies. The character of humans, their aggressiveness, their prejudices, their cultures, their roles, and their "races" are examined initially. The remaining lessons examine the problems of humanity, the institutions of Canadian society, and the impact of technology on the modern world which is turning our planet into a global village. The text is *A Social View of Man*.

History H401

Personalities, ideas, events, institutions – these are the ingredients that shape history. In this survey of world history from the seventeenth century to the present, the student becomes better acquainted with personalities such as Napoleon, Voltaire, Bismarck, Churchill, and Mao Tse-Tung; examines ideas such as socialism, Marxism, fascism and democracy; traces events such as the French and Russian revolutions; and studies institutions such as the United Nations. Asian issues and the problems of the Third World are also discussed. Pamphlets and documentary readings supplement the text, *Modern Perspectives*.

Economics EN501

Economics is a topic of everyday concern both to the world's leaders and to ordinary citizens. This course offers tools and practical methods for understanding and coping with current economic questions. Emphasis is placed on the problems and issues that underlie economic policy and affect economic growth, stability, and security. Pure economic theory is avoided as much as possible in order to focus on the reality of what is happening today – to see economics as one aspect of our present social structure, and to realize the interrelation of economic problems, social issues, and political decisions. Students are encouraged to defend reasoned positions on current controversial public policy issues.

Although there are no specific prerequisites, students should have completed grade 12 courses in Economics, History, or English, or have some equivalent educational background to provide them with the reading and writing skills necessary for successful completion of EN501.

The texts include:

MacDonald, H. H.; Silk, L. S.; and Saunders, P. *The World of Economics*. Toronto: McGraw-Hill Ryerson, 1971.

Pal, I.-D., ed. *Canadian Economic Issues: Introductory Readings*. Toronto: Macmillan, 1971.

History H503

How well do you know and understand the history of Canada? Here is an opportunity to read about, examine, and interpret the contributions of interesting personalities and major events that have made Canada what it is today.

The historical method will be used to examine a variety of Canadian themes: native peoples; the origin of French-Canadian nationalism; the pressures of Confederation; the agony of conscription; life during the Depression; the development of Canadian autonomy; the need and threat of foreign investment; and Canada's approach to and involvement in foreign affairs since 1945.

Students will have the opportunity to use the skills they practise in the course to design and develop a self-directed research project.

The basic text is: Herstein H. H.; Hughes, L. J.; and Kirbyson, R. C. *Challenge and Survival*. Toronto: Prentice-Hall, 1970. This text is supplemented by a variety of resources that are provided with the lesson material.

Latin

The following twenty-lesson courses are offered:

Latin L211

Latin L311

Latin L411

Latin L521

Latin L522

Latin L211

Latin is sometimes referred to as a dead language. This modern-approach first course in Latin examines the role of Latin in English, French, and other languages. It should stimulate interest in the world of words and in ancient Mediterranean culture. The first nineteen chapters of the text, *Latin for Canadian Schools: A New Approach*, are used to present the basic forms and to give practice in their use. Skills developed through this course should provide a valuable basis for future study of Latin and other languages.

Students who wish to hear Latin read aloud and practise pronunciation can request a recording that has been prepared for correspondence courses students.

Latin L311

In this second course in new-approach Latin emphasis is on developing an ability to translate from Latin into English and to write simple passages in Latin. From the reading selections in the original Latin and from textual and lesson material students will learn more about the Roman way of life. After a brief review to help the recall of basic language structures from the previous course, L311 proceeds to cover chapters 20 to 38 of *Latin for Canadian Schools: A New Approach*. Before attempting this course, students should have completed L211 or L201 (offered before September 1976) or the equivalent of either of these.

Especially for those who need review or have studied previously from courses such as the Cambridge Series and Lingua Latina in which the approach to Latin differs somewhat from that found in *Latin for Canadian Schools: A New Approach*, a supplement has been prepared and is included with the first lessons.

Students who wish to hear Latin read aloud and practise pronunciation can request a recording that has been prepared for correspondence courses students.

Latin L411

(replaces L401)

The emphasis in this course is on reading Latin literature for comprehension and for a better understanding of the daily life and social customs of the ancient Romans. Short reading selections introduce the work of the masters of Latin prose. As in the previous Latin courses, language skill is considered to include the ability to write with some degree of ease in the language. This will be practised.

The course is suitable for students who have studied L311 or its equivalent. It covers chapters 39 to 56 of *Latin for Canadian Schools: A New Approach*. In addition to the course and the textbook, a supplement is provided for use with the lessons. This will be extremely valuable for students who enter the course without having taken Latin L311.

Students who complete L411 can continue at the senior level with a new course, L511, which will be offered in September 1978.

Latin L521

This survey of classical literature includes a wide variety of readings. Excerpts from the writers of the golden age of Latin literature and familiar passages from the Old Testament and the New Testament and from Latin writings of the Middle Ages form part of the course. Selections from the *Carmina Burana* collection of medieval poems, preserved in manuscript form in a Bavarian monastery and forming the libretto for Karl Orff's oratorio of the same name, will be of particular interest.

The emphasis in this course is on reading for comprehension and on developing an appreciation of the culture and life-styles of the times. Language structure is, for the most part, a review of previous study.

Students who have completed L401 (offered before September 1977) or its equivalent, can take L521.

The texts include:

Breslove, D. et al. *Latin Poetry Selections*.
Toronto: Thomas Nelson, 1948.
Fullwood, N. *Cicero on Himself*. Toronto:
Clarke, Irwin, 1971.
Morford, M. P. O. *A New Latin Reader*. Toronto:
Longman, 1971.
Taylor, B. C. et al. *Our Latin Legacy*. Book 2,
Part 2. Toronto: Clarke, Irwin, 1968.

Latin L522

In this course the emphasis is on a critical appraisal of Latin prose and poetry. The student has the opportunity of reading excerpts from the famous *Verrine Orations* of Cicero, and Vergil's *Aeneid*, the timeless love story of Dido and Aeneas. Reading of accepted translations as well as selections in the original language is practised. Some of this reading requires the development of additional skills in understanding language structures. Instruction in language forms is included when made necessary by the special demands of the reading passages.

The texts include:

Breslove, D. et al. *Latin Prose Selections*.
Toronto: Thomas Nelson 1948.
_____. *Latin Poetry Selections*. Toronto:
Thomas Nelson, 1948.
A choice of:
Breslove, D. *Latin Composition for Grade 13*.
Toronto: Gage Educational Publishing, 1961.
Taylor, B. C. et al. *Our Latin Legacy*. Book 2,
Part 2. Toronto: Clarke, Irwin, 1968.

Mathematics

The mathematics courses are divided into three categories: *Series A – Advanced Mathematics*; *Series B – General Mathematics*; *Series C – Mathematics for Business*.

A general description of each series follows the list of courses in that series. The student should select the appropriate series, then determine the most suitable course from that series by reading the course descriptions.

Series A – Advanced Mathematics

Mathematics M111x

Mathematics M101

Mathematics M201

Mathematics M303

Mathematics M403

Mathematics M511

Mathematics of Investment

Mathematics M551

Relations and Functions

Mathematics M522

Calculus

Mathematics M553

Algebra

Series A is designed for students who wish one or more of the following:

- preparation for the study of mathematics in grade 13 and possibly beyond;
- courses that are theoretical rather than practical;
- insight into the modern approach to mathematics;
- challenging courses designed for students who are strong in mathematics.

The student who has studied traditional mathematics in secondary school and who wishes to take courses in Series A requiring a knowledge of modern mathematics should begin by selecting Mathematics M111x.

Mathematics M511 and Mathematics M522 do not require a knowledge of modern mathematics.

Mathematics M111x

Many changes have taken place in mathematics programs over the last decade. This self-contained, ten-lesson course provides the student with an opportunity to become acquainted with some of the latest developments. The course could be selected for personal interest or for the purpose of acquiring the background necessary to resume studies in or transfer to the Advanced Mathematics series. The topics covered include: sets and set notation; operations with integers and rationals; number properties; number lines; ordered pairs; graphing linear equalities and inequalities; and an introduction to geometry.

Mathematics M101

This is the beginning course in the series leading to grade 13 studies in mathematics. It would be appropriate for students with only a year or less than a year of high school general mathematics. The course has been designed specifically for adults who may not be familiar with this approach. Whereas M111x is a short survey course, M101 develops each new topic in detail, giving ample opportunity to practise new skills. Topics covered include: the language of sets; properties of natural numbers; integers

and rationals; addition, subtraction, multiplication, and division of integers and rationals; introduction to algebra; solution sets and their graphs for first degree equations and inequations; laws of exponents and the use of standard forms in estimating products and quotients; square root; the arithmetic of polynomials including factoring; and a brief introduction to geometry.

Mathematics M201

Each course in the advanced series beyond M101 is cumulative, that is, it continues the study of topics developed in previous courses. Following a review and extension of topics studied in M101, this course deals with binary relations, ordered pairs, graphs of linear relations and inequalities, and the solution to systems of linear equations. The second half of the course introduces Euclidean geometry and develops theorems related to congruence, isosceles triangles, parallel lines, angles in a triangle, and area.

Mathematics M303

This is the third in a series of four courses leading to studies in grade 13 mathematics. Students selecting this course should be prepared to commit themselves to an intensive study of mathematics. A significant number of new topics are introduced including vectors, transformations, analytic geometry of the straight line, and functions. The following types of functions are classified and studied: linear, quadratic, circular, and trigonometric.

Mathematics M403

A student completing this course will be well prepared for any mathematics course in grade 13. At this stage the various topics studied begin to fit together and the structure of mathematics can be appreciated. With functions as the unifying concept, this course provides a detailed study of quadratic, exponential, logarithmic, circular, and trigonometric functions. Opportunities to apply this knowledge to practical problems are provided. The course concludes with a study of the Euclidean geometry of the circle and an introduction to sequences and series. Students enrolled in M402 cannot take M403 for additional credit.

Mathematics M511

Mathematics of Investment

This is an intensive course that will be of interest to students who wish to learn the fundamentals of financial calculations involved in banking, annuity or bond purchases, home financing, and consumer credit in general. Topics include: calculative devices, interest and discount, annuities, bonds, mortgages, monthly payment plans for houses and automobiles, depreciation, capitalization, borrowing of money, and calculation of interest rate. Although a knowledge of the modern approach to mathematics is not required for this course, students requesting enrolment should have completed four mathematics courses beyond elementary school, including an intensive study of algebra. No textbook is required.

Mathematics M551

Relations and Functions

(replaces M521)

Previous work on functions and relations is enlarged upon with emphasis on the unifying concept of mapping. Topics include: notation, classification and properties of functions, sequences and series, compound interest, annuities, instalment buying and consumer credit, trigonometry, definition and discussion of conics, and plane transformations and their application to second degree relations. Students requesting this course should have completed four advanced mathematics courses beyond elementary school. No textbook is required.

Mathematics M522**Calculus**

Calculus is a study of how one variable changes with respect to another. This rate of change is represented by a function known as a derivative. The power, product, quotient, and chain rules are discussed prior to using derivatives to solve practical problems involving motion, and maximum and minimum concepts. Integration which is the reverse operation of finding a derivative is used to calculate areas and volumes. The course concludes with an introduction to polar co-ordinates and complex numbers. This is a practical course; theory has been kept to a minimum. Students requesting this course should have completed four mathematics courses beyond elementary school, including an intensive study of algebra and analytic geometry.

The text is:

Del Grande, J. J., and Duff, G. F. D. *Elements of Modern Mathematics: Calculus*. Toronto: Gage Educational Publishing, 1972.

Mathematics M553**Algebra**

(replaces M533)

This course studies a number of topics valuable to students planning a career in the physical and social sciences. Topics include: set theory, principles of counting, permutations and combinations, mathematical induction, the binomial theorem, probability, vectors with geometrical and physical applications, vectors and the Cartesian co-ordinate system, and matrices used to solve equations. Students requesting this course should have completed four advanced mathematics courses beyond elementary school.

The text is:

Coleman, A. J. et al. *Elements of Modern Mathematics: Algebra*. Toronto: Gage Educational Publishing, 1973.

Series B – General Mathematics**Mathematics M100****Mathematics M200****Mathematics M302****Mathematics M402****Mathematics M511****Mathematics of Investment****Mathematics M522****Calculus**

Series B is designed for students who wish one or more of the following:

- mathematical background of a general nature but not preparation for university mathematics;
- preparation for a trade-training or apprenticeship program;
- upgrading in technical mathematics;
- knowledge of algebra and trigonometry;
- preparation for post-secondary courses, admission to which does not require a background in modern mathematics;
- preparation for the grade 13 courses, Mathematics of Investment M511 and Calculus M522.

Mathematics M100

The student who has completed elementary school arithmetic and who wishes to apply this knowledge to the practical world of science, commerce, and industry should find this course valuable. Addition, subtraction, multiplication, and division of whole numbers, common fractions, and decimals are reviewed and applied to the measurement of distance, area, and volume in both Imperial and metric units. The course concludes with a study of the arithmetic of signed numbers and an introduction to algebra.

Mathematics M200

The topics studied in this course follow those covered in M100. Using the same textbook, students begin with a review of algebra and apply it to the solution of practical problems from industry and science, including a study of graphing techniques. Geometrical constructions are introduced, and the properties of the triangle are studied. Measurement is extended to include the area and volume of a cone, a pyramid, and a sphere. The course concludes with an introduction to trigonometry. Industrial mathematics is emphasized throughout the course. Topics studied include scale reading, cutting speeds, gear and pulley speeds, and the capacity of pipes. Students who have studied mathematics for one or two years beyond elementary school and who feel they need a review of the basics in algebra, geometry, and trigonometry should find M200 a useful course.

Mathematics M302

Recognizing that many adults wish to resume their study of mathematics at this level, the course begins with a study of topics normally dealt with in earlier courses. Following a review of basic algebra, addition, subtraction, and the multiplication and division of signed numbers, the course goes on to the solution of equations and inequalities, types and interpretation of graphs, formulas and functions (with emphasis on linear functions and their graphical representations), systems of linear equations, linear inequalities and linear programming, review of the number system and extension to the irrationals, the exponential function including laws of exponents, estimation using standard form, graphical representation, development and use of tables for calculation, and introduction to investment calculations including compound interest, amount, and present value.

Mathematics M402

(replaces M400)

The course is divided into four sections, each section ending with practical applications of the mathematical concept studied. In the first set of five lessons statistics and probability are studied. Topics include: collection of data, measure of central tendency, standard deviation, misuse of statistics, experimental and empirical probability, and the calculation of odds. The second set of five lessons studies trigonometry and its application to problem solving, including the sine law, cosine law, and resolution of forces. The third section begins with a review of algebra and extends previous studies to include solving quadratic equations and determining the maximum and minimum of quadratic functions. The last five lessons study arithmetic and geometric sequences, the sum of arithmetic and geometric series, compound interest, the amount and present value of an annuity, and amortization tables.

Students selecting the course should have completed M302 or the equivalent. Students who have completed M403 or the equivalent will not be granted an additional credit upon completing this course.

Mathematics M511**Mathematics of Investment**

See description on page 42.

Mathematics M522**Calculus**

See description on page 43.

Series C – Mathematics for Business**Mathematics M160**
Basic Arithmetic**Mathematics M220x**
Consumer Computations**Mathematics M222x**
Consumer Computations**Mathematics M320x**
Investment Computations**Mathematics M322x**
Business Computations**Mathematics M420x**
Investment Computations**Mathematics M422x**
Business Computations

Series C is designed for students who wish one or more of the following:

- a) a better understanding of arithmetic;
- b) more skill in computations;
- c) knowledge of how mathematics is used in our daily lives, particularly in business transactions;
- d) upgrading in commercial mathematics;
- e) standing in mathematics up to and including grade 12 but not beyond;
- f) courses adapted to students who find mathematics difficult;
- g) courses that do not include algebra or geometry.

Note: Students wishing to prepare for post-secondary accountancy training should choose courses from Series A or Series B.

Mathematics M160**Basic Arithmetic**

Here is an opportunity for adult students to “go back to the beginning” in arithmetic. Careful explanations are provided, followed by numerous examples showing the addition, subtraction, multiplication, and division of whole numbers, fractions, and decimals. The percentage form and its uses are studied in detail.

A practice exercise is given for each topic, and full solutions are provided so that students can check their work and correct errors in thinking before beginning the actual assignment. There is a handy summary sheet that makes it easy to look up the method for any of the thirty-six different types of questions studied.

Mathematics M220x
Consumer Computations

Personal money management is a common concern. This course will assist the student to set up records and organize a budget. Topics include: types of income, personal cash records, personal banking, day-to-day spending, and communications by mail, telegram, or cable.

Students should have a working knowledge of simple arithmetic. It is not necessary to complete M160 before selecting this course.

Mathematics M222x**Consumer Computations**

The study of personal money management is extended to include calculating and paying service bills, borrowing money, buying on credit, and making travel arrangements.

It is not necessary to complete M220x before selecting this course, but students should have a working knowledge of simple arithmetic.

Mathematics M320x**Investment Computations**

Here is an opportunity to learn how money earns money. Following a brief review of arithmetic, the lessons explore investment at banks and trust companies, buying and selling stocks and bonds, and the purchase of life insurance and pension plans.

Students who select this course should have completed one mathematics course beyond elementary school.

Mathematics M322x**Business Computations**

Although this ten-lesson course is entitled Business Computations, it is not intended only for persons working in the business world. It is a course which is of interest and help to those trying to cope with ordinary day-to-day business transactions. The course deals mainly with the trading of goods, from the wholesaler to the retailer and the consumer. Such topics as markup, profit, trade discounts, cash discount, and reductions in prices are covered. A good basic knowledge of arithmetic is the only requirement.

Mathematics M420x**Investment Computations**

This course focuses on long-term financial undertakings, particularly home ownership. After a brief review of arithmetic, the course examines compound interest, annuities, mortgages, home insurance, municipal taxation, and statements of adjustment.

Completion of at least one mathematics course beyond elementary school is recommended.

Mathematics M422x**Business Computations**

Taxes are a concern for everybody. This ten-lesson course deals with goods from the time they are manufactured or imported into Canada until they are purchased by the consumer. A major portion of the course is devoted to taxation by all levels of government – excise tax, excise duty, and sales tax as well as import duties and federal exchange. Payroll calculations is another topic that will be of interest to many. This course provides useful information to those employed in the business world as well as to individual citizens.

Science

The following twenty-lesson courses are offered:

General Science
Science SC101
Science SC201

Geology
Geology GL302

Physics
Physics P303
Physics P503

Chemistry
Chemistry C404
Chemistry C401
Chemistry C501

Biology
Biology BY402
Biology BY501

Although some previous work in secondary school Science is a definite advantage for students wishing to undertake grade 11 or grade 12 courses, those with no such previous training can request enrolment in some of the following courses: Geology GL302, Physics P303, Chemistry C404, Chemistry C401, Biology BY402.

For many of the science courses, kits containing laboratory equipment and chemicals are lent to students to enable them to perform experiments. Biological specimens are supplied for observation work. (Kits containing chemicals cannot be supplied to students living outside Canada or to persons living at points in Canada serviced only by air mail.)

Science SC101

This is an introductory science course. It is designed to help the student to develop powers of observation and skills in experimentation. The first ten lessons introduce the science of biology: the student learns how the cells of plants and animals differ in structure and function. The student then explores and compares the structure and life histories of animals that lack backbones (the invertebrates) with the structure and life histories of animals with backbones (the vertebrates). Once this material has been covered, the student is ready to understand how the important organ systems present in humans are constructed and how they function.

The next ten lessons introduce the student to the science of physics. Topics presented include: sound, pressure and its transmission, temperature and its measurement, and some properties of solids, liquids, and gases. Mastery of this course provides a strong foundation for the successful study of science courses at a more advanced level.

Science SC201

This course continues the study of biology and physics introduced in SC101. Topics in the biology section include: the structure and life history of flowering plants; the structure and life history of non-flowering plants; an introduction to the study of heredity; an introduction to the study of the relationship of plants and animals to their environment (ecology). Topics in the physics section include: force, work, energy and power, heat, light, and electricity. In the final lesson, chemical energy – a subject that is of great importance to all of us – is discussed.

Geology GL302

Beginning with a consideration of the work of the geologist and the methods used in the field, this course introduces the student to the fascinating study of the physical history and the development of life on the earth. It emphasizes practical aspects of geological study such as the interpretation of geological maps; examination of rock, mineral, and fossil specimens; testing of rock samples in the field; and practice in making observations. It explores the earth around us and below us and some of the important rocks and minerals that form part of its crust. It deals with the internal processes that produced, shaped, and gave texture to rocks, and the external processes that attack the earth's crust. It describes how the geologist measures the age of rocks and how certain historical data can be deduced from the study of fossils. The last part of the course acquaints the student with the structure, landscape features, and natural resources of Canada, and particularly those of Ontario.

Physics P303

(replaces P301 and P300)

The aim of this new course is to provide the student with an interesting and relevant study of the most fundamental concepts and ideas of physics.

P303 forms a natural link with advanced studies in physics at the secondary level, although it will also serve the student who wishes to consider Physics with no intention of any further study in the field.

It is a comprehensive course, built on a modular approach that includes the following core topics: waves, light, sound, mechanics, electricity, magnetism, electromagnetism, electronics, and atomic physics.

It is hoped that the student will achieve the following goals: an attitude of scientific curiosity; the application of the scientific method, with recognition of its limitations; the interpretation of experimental results in terms of mathematical relationships; problem solving through organization and application of data; recognition of technological and engineering activities as applications of the principles of physics and the understanding of these activities in basic terms; an awareness of the historical development of ideas and concepts in physics, and the evolving nature of its theories.

The student is helped to achieve these goals through the use of many sample problems and practice exercises.

Physics P503

The study of physics is a continuing process by which man seeks to understand the nature of the physical world. In this course the student gains an appreciation of the interrelationship that exists between experimentation and theory. Emphasis is placed on the understanding of physical principles and their application to new situations. The student will study some of the fundamental concepts of physics, learn how knowledge of these concepts is obtained, and learn to evaluate experimental data critically. Emphasis is also placed on the ability to reason rather than to memorize. It is desirable that the student have standing in at least one course in basic physics before enrolling in this course. P301 or its equivalent is more than adequate in this respect. Some of the topics studied include: communication of information in science; how light behaves; laws and models; motion, vectors, and Newton's laws of motion; momentum and its conservation; work; kinetic and potential energy; electrostatics and electric fields; electrical energy and potential; the electromagnetic spectrum; the Rutherford atom; the photoelectric effect, photons, matter waves, and the energy levels of atoms.

The text is:

Haber-Schaim, U. et al. *PSSC: Physics*. 4th ed. Toronto: D. C. Heath, 1976.

Chemistry C404

C404 is a non-intensive study of such topics as properties and the classification of matter, the structure of the atom, bonding of atoms, chemical equations, ions in solution, electrolysis, acids, and bases. It includes experiments to be performed by the student, who can thus share in the excitement of science and the power of discovery. The student gains practice in making observations, organizing facts, and forming valid conclusions. The results of the experiments are used as a basis for lessons involving theoretical principles. Several lessons are devoted to current topics of importance such as air pollution, water pollution, food chemistry, and medicines and drugs. A student who wishes to prepare for C501 should choose C401 rather than C404.

Chemistry C401

In this course emphasis is placed on understanding the nature of elements and compounds and the reactions they undergo. Theories of the structure of atoms and aggregates of atoms are introduced early so that these ideas can be used in subsequent discussions. The states of matter, the language of chemistry, chemical reactions, atomic weights and molecular weights, solutions, formation of ions, and the periodic classification of elements are among the topics included. Wherever possible, a topic is illustrated by an experiment and the result used to develop theoretical concepts. C401 prepares the student for C501.

Chemistry C501

The emphasis in this course is on understanding the principles of chemistry rather than on acquiring factual knowledge. A more advanced treatment of the basic concepts studied previously is offered, and the student performs more involved experimental work wherever such investigations are feasible. Atomic structure, solutions, chemical bonding, oxidation and reduction, aqueous acids and bases, energy in chemical reactions, molecular structure, qualitative and quantitative aspects of equilibrium, and the transition elements are some of the topics examined. It is desirable that a student selecting this course have a knowledge of basic chemistry (in particular the gas laws, the structure of the atom and the periodic table, chemical reactions, the mole concept, nomenclature, equations, and information derivable from balanced equations) and a reasonable facility in mathematics. C401 or its equivalent would provide this background.

The text is:

O'Connor, P. R. et al. *Chemistry: Experiments and Principles*. Toronto: D. C. Heath, 1968.

Biology BY402

The origin of life, its characteristics, and variations provide the basic theme for the course. The student is given the opportunity to learn about the structure and life cycles of organisms, starting with the sub-microscopic viruses. Other organisms studied in a similar manner include bacteria, algae, fungi, flowering plants, protozoans, flatworms, insects, fishes, amphibians, reptiles, and mammals. Later lessons deal with the science of heredity, human genetics, ecology, pesticides, and pollution. Data on the population explosion and some problems of space travel are also presented. Students who enrol in this course are required to do dissections of preserved specimens, including insects, a fish, and a mammal (white rat).

With this training in biology as a background, the student is equipped to take an informed stand on many current social issues. The course is of special value to students who are planning careers in nursing, other health service occupations, or careers related to the natural sciences.

Biology BY501

The biology program at this advanced level is designed to help a student prepare for life-science courses at the university level. It emphasizes biochemistry, or the chemistry of cell activity. This includes a study of organic molecules and chemical syntheses. It explains the roles of ADP and ATP in the storage and release of energy in cells and of DNA and RNA in the genetic code.

Additional topics include a survey of the structure and function of organs and organ systems in plants and animals, including humans. The student will learn about the principles of classification, Mendelian genetics, and the reproduction and development of organisms, and will become aware of the evidence for evolution and the mechanism by which it is achieved.

Completion of an introductory course in chemistry is recommended.

The text is:

Galbraith, D., and Wilson, D. G. *Biological Science: Principles and Patterns of Life*. Revised edition. Toronto: Holt, Rinehart and Winston, 1966.

Technical Subjects

The following courses are offered:

Carpentry CY300

Basic Carpentry

Drafting D202

Basic Drafting

Drafting D308x

Introduction to Blueprint Reading

Drafting D318x

Intermediate Blueprint Reading

Carpentry CY300

Basic Carpentry

This course is designed for anyone interested in acquiring knowledge in basic carpentry and the building trades and in developing the fundamental skills useful to the carpenter or homeowner. The main purpose of this course is to teach the fundamental principles of general woodworking, the selection and care of tools, their proper use, and the interpretation of printed information and instructions as they apply to carpentry and building construction.

CY300 is made up of twenty units of instruction which contain both theory and practical work. Each unit consists of instruction and assignments, either written or practical, or both. Students will have to provide their own tools in order to complete the practical assignments and projects that are part of the course. All of the tools required by students are relatively inexpensive and most are standard items in any homeowners tool box. Some of the topics covered include: lumber, tools and their care, hand-tool operation, fastening techniques, blueprint interpretation, joints and mouldings, building construction, and domestic repairs and maintenance.

The Correspondence Education Branch will supply a student kit of special scale-sized lumber and timber required for certain student projects.

No additional credit will be obtained in this course by any student who has completed an introductory course in carpentry elsewhere.

Drafting D202**Basic Drafting**

This course introduces the student to fundamental drafting procedures and develops the student's skills in the use of basic drafting equipment and special drawing techniques.

Assignments in blueprint reading complement each phase of the twenty-lesson course. Metric drawing is also introduced. The topics covered include: simple and multi-view drawings, theory of shape description, orthographic projection, shop processes, dimensioning, isometric drawing, and sectioning.

A drafting kit will be lent to students after they have completed several introductory lessons.

No additional credit will be obtained in this course by any student who has completed an introductory course in drafting elsewhere.

Drafting D308x**Introduction to Blueprint Reading**

This course is designed for students who have no previous knowledge or training in the reading of engineering drawings. D308x is basically a reading course designed to develop fundamental skills in reading and interpreting technical drawings as they apply to industry. It consists of ten units of instruction, print-reading assignments, and a final supervised test. Some of the topics covered include: third-angle projections, angular dimensions, scale drawings, tolerances and allowances, steel specifications, and casting designs.

Drafting D318x**Intermediate Blueprint Reading**

This course is a continuation of D308x. It consists of ten units of instruction, blueprint reading assignments, and one final supervised test.

Some of the topics covered include: assembly drawings, conventional sectioning methods, metric dimensioning, welding drawings, and geometrical tolerancing problems.

Visual Arts

The following courses are offered:

Practical

Art A200

Beginning in Art

Art A401x

Composing Your Art

Art A402x

Style in Art

Art A501

The Artist's Study

Art Appreciation and History

Art A301

Through Artists' Eyes

Art A303x

Art to 1500

Art A403x

Great European Art

Related Arts Courses

Theatre Arts TA300

Introduction to Drama

Art A302x

Prints Without a Press

Film Arts FA402x

Film, the Lens, and You

Film Arts FA404x

Cinematography

Art A200

Beginning in Art

Everyone has some artistic potential. It is the purpose of this course to develop the skills of the beginning artist by means of a series of practical projects that introduce the elements and principles of visual art. Drawing and painting techniques, subject matter, and style are some of the artistic questions examined and explored through practical projects. No background in art is required and a basic art kit is supplied.

Art A401x

Composing Your Art

Art is creative expression; yet even the art student who has some background in drawing and painting sometimes has difficulty in thinking of something creative and original to say. The aim of this course is to stimulate originality in content and composition. Ideas are suggested in illustrations, diagrams, and written descriptions. The student is provided with an art kit and some basic materials.

Art A402x

Style in Art

In gaining experience, every artist gradually develops a personal means of expression in art, a personal style. In this course the art student carries out a series of practical projects that are designed to increase awareness of the significance of style in art and to help develop a distinctive style. An art kit and a book of reproductions are lent to the student.

Art A501**The Artist's Study**

Practical projects in drawing and painting and the history of art in Europe and America from 1800 to the present are the two themes of this advanced course. Optional projects give the student an opportunity to learn more about the two- or three-dimensional arts or crafts. Project assignments are arranged so that students can benefit from their correspondence teachers' assessment of their sketches and rough work before proceeding to the final composition. The course is worth one credit towards the Ontario Secondary School Honour Graduation Diploma. Since students taking this course should have a basic grounding in art history and in practical art, two previous art courses at the secondary school level, or their equivalent, are a desirable basis for A501.

The text is:

Brieger, Peter et al. *Art and Man*. Book 3. Toronto: Holt, Rinehart and Winston, 1964.

Art A301**Through Artists' Eyes**

It has been said that the artist teaches us how to see; yet we often have difficulty understanding the bizarre creations he fashions for our viewing. The complex, fascinating world of art is the subject of this comprehensive study. Graphics, drawing and painting, art history, photography, television, and commercial and industrial art are just a few of the topics covered in a course that ranges from a discussion of how to look at a painting to a survey of the inventions of architectural technology. Projects are designed to increase the student's sensitivity to the world of art that surrounds us. There is no text, but a portfolio of reproductions is lent to students. No art background is required for enrolment in the course.

Art A303x**Art to 1500**

Here is the story of cave paintings and pyramids, of Minoan palaces and Greek temples. Roman engineering and Byzantine mosaics are discussed. Medieval manuscript illuminations are studied, and the course ends with a description of the art of the Gothic era. One textbook, *Art and Man*, Book 1, is lent to the student. No previous background in art or history is required for enrolment in the course.

Art A403x**Great European Art**

A continuation of the story of art begun in A303x, this course traces the development of European art from the end of the Gothic era in the early fourteenth century, through the Renaissance, Baroque, and Rococo periods to the early eighteenth century.

Against the turbulent background of the change from feudalism to the beginning of the rise of the nation state emerged the great masters, Botticelli and Michelangelo, Dürer and Rembrandt, Rubens, Velasquez, Poussin, and Sir Christopher Wren, to name but a few.

The course provides students with criteria upon which to base their judgment of the art of any period. A book of reproductions is lent to the student and a bibliography for further research is suggested.

Theatre Arts TA300 Introduction to Drama

The art of acting and the nature of the theatre are the major themes developed in this introduction to drama. Basic acting skills such as the controlled use of voice, mime, and improvisation are described. The history of drama, characterization, mood, and feeling, and such production concerns as stage design, set design, costumes, lighting, and sound effects are examined. The aim of the course is to develop the student's self-awareness and sensitivity to drama, and encourage the student to participate in dramatic productions. A supplementary text, *The Magic Mask* by Marguerite Dow, is lent to the student. No previous background is needed for enrolment in the course.

Art A302x Prints Without a Press

Printing consists of any of the means artists and artisans use to duplicate an image. Hand-printing techniques have been a means of creative expression for centuries.

The printmaking techniques introduced in this course – monoprints, stencils, cardboard cuts, and lino cuts – are simple to learn, yet have the potential of yielding sophisticated results in the hands of a creative artist. Some previous background in art would be helpful to the student taking printmaking. There is no text but a printmaking kit is supplied.

Film Arts FA402x

Film, the Lens, and You

The purpose of this introductory course is to explore the possibilities of film, the camera, and the darkroom in order to develop the student's potential as a photo artist. Some information about the science of photography is included, and some of the techniques useful in photographing are described to enable the student to recognize a worthwhile subject and how to proceed. The course is designed for the amateur photographer who is primarily interested in photography as self-expression. Emphasis is on the practical rather than the theoretical. Students are encouraged by means of assignments and projects to develop their own awareness and skills in photography. For this reason, students are required to supply their own camera and film. There is no text for this course, but a portfolio of prints is lent to each student.

Film Arts FA404x Cinematography

The art of making movies is the subject of this course. Film-making and film appreciation are its twin objectives. Emphasis is on the practical rather than the theoretical. Students are encouraged by means of assignments and projects to develop their own skills in filming. For this reason, students must have access to a movie camera in order to take the course. Topics covered in the course include the principles of photography, composition, animation, film technology, film criticism, history and genre, and making your own film. It is not necessary for students taking this course to have a background in photography or filmmaking.





Ontario

Correspondence Courses/
Cours par correspondance
1978-79

CAZON

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Ministry
of
Education

Ministère
de
l'Éducation

Hon. Thomas L. Wells Thomas L. Wells
Minister Ministre

Correspondence Courses/ Cours par correspondance 1978-79

Correspondence Education Branch
909 Yonge Street
Toronto, Ontario M4W 3G6
(416) 965-2657

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Introduction

The Ministry of Education is the major agency through which the Government of Ontario discharges its constitutional responsibilities with regard to the general education of the people of Ontario. The Ministry promotes a wide range of opportunities to enable all individuals, whether they are of school age or older, and whether they are at school or out of school, to obtain a worthwhile education and to have access to further educational experiences consistent with their personal needs and the needs of society.

The Ministry offers residents of Ontario a program of elementary and secondary school correspondence courses, available free of charge throughout the year. A large number of school-age and adult students with varying backgrounds and objectives benefit from this opportunity: mature students who wish to further their education, complete secondary school, gain admission to a university, college or training course, or seek a promotion in their employment; individuals who wish to study subjects related to their interests, hobbies, or employment for personal satisfaction; Senior Division public secondary school students who wish to supplement their school programs; students temporarily absent from the province who wish to maintain continuity in their education; and students who are unable to attend school because of medical reasons or distance from school.

Counsellors are available to advise applicants and enrolled students about course selection, diploma requirements, career planning, and post-secondary educational opportunities. Those in need of assistance are invited to write, telephone, or visit the Correspondence Education Branch, 909 Yonge Street, Toronto, Ontario M4W 3G2.

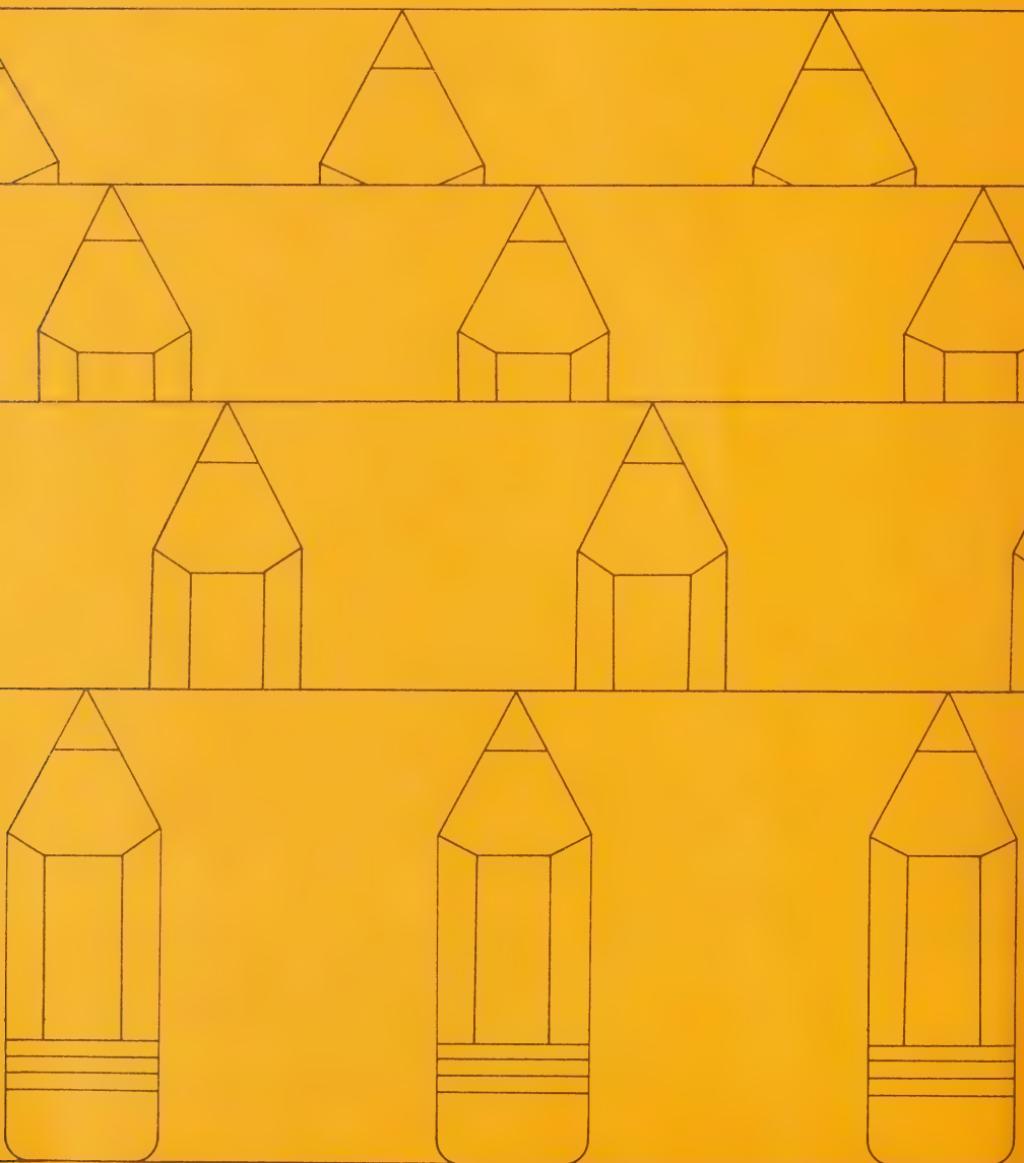
Introduction

Le ministère de l'Éducation est le principal organisme par l'intermédiaire duquel le gouvernement de l'Ontario se décharge de ses responsabilités constitutionnelles ayant trait à l'éducation générale des Ontariens. Le ministère s'efforce de donner à tous les habitants de la province, quel que soit leur âge, qu'ils aillent à l'école ou non, toutes les chances possibles d'acquérir une éducation solide et de poursuivre leurs études selon leurs besoins et ceux de la société.

Le ministère offre donc aux personnes domiciliées en Ontario un programme de cours par correspondance aux paliers élémentaire et secondaire. Un programme complet de matières correspondant aux cours élémentaires de la 1^{re} à la 8^e année est offert en français et en anglais. Au palier secondaire, les élèves de langue française peuvent suivre des cours en français qui s'échelonnent de la 9^e à la 13^e année. Ces cours sont gratuits et offerts toute l'année. Un grand nombre d'élèves et d'adultes aux antécédents et aux objectifs très variés profitent des cours par correspondance : adultes qui désirent améliorer leur éducation, terminer leurs études secondaires, s'inscrire à l'université, au collège ou à un cours de formation, ou encore obtenir une promotion au travail; personnes qui désirent étudier, pour leur satisfaction personnelle, divers sujets qui les intéressent particulièrement; élèves du cycle supérieur des études secondaires qui désirent suivre des cours supplémentaires; élèves temporairement absents de la province qui souhaitent assurer la continuité de leurs études; élèves, enfin, qui sont dans l'impossibilité de fréquenter l'école pour des raisons médicales ou parce qu'ils demeurent dans des régions isolées.

Les personnes désireuses de s'inscrire aux cours par correspondance et celles qui le sont déjà peuvent se renseigner auprès de notre service d'orientation quant au choix de leurs cours, aux modalités à suivre, à l'obtention des diplômes et aux programmes d'études. Nous les invitons à écrire, téléphoner ou se rendre à la Direction de l'enseignement par correspondance, 909, rue Yonge, Toronto (Ontario) M4W 3G2.

Elementary School
Program/Programme
offert au palier
élémentaire



Children

Elementary school correspondence courses from Grades 1 to 8 are available to Ontario children who are unable to attend school. Lessons are supplied and corrected free of charge. Textbooks are provided on loan and must be returned when pupils complete or discontinue the courses for which the books were provided. Other necessary supplies are also provided free of charge.

A child living in Ontario who is between six and sixteen years of age, and who is unable to attend school for a period of three months or more is eligible for enrolment. A child who normally resides in Ontario but is temporarily living outside Canada is eligible for enrolment. Since enrolment while living outside Canada cannot be continued indefinitely, eligibility will be reconsidered when parents request that a child's enrolment be continued into another grade. An individual normally resident in Ontario and temporarily domiciled outside the province may participate in the Correspondence Education program for a maximum of three years.

Parents wishing to apply for elementary school enrolment for a child should complete and return Application Form A to the Correspondence Education Branch, together with the child's last school report and a medical certificate if the child is not well enough to attend school, or a recommendation for enrolment from the senior educational officer for the area if distance is the reason for the child not being able to attend school. The certificate or recommendation must state the reason for non-attendance and the length of time the child will be absent from school. No certificate or recommendation is required for children going abroad.

A parent applying for the enrolment of a child temporarily residing outside Canada must supply the name and address of a person in Ontario who will act in a liaison capacity and assume the responsibility of forwarding books and lessons. All material from this office will be addressed to the liaison person, who should be instructed to rewrap the material, print the pupil's foreign address and the return address on the parcel, pre-

Enfants

Des cours de la 1^{re} à la 8^{me} année sont offerts aux enfants de langue française qui résident en Ontario et ne peuvent pas fréquenter l'école. Les leçons et les devoirs sont fournis et corrigés gratuitement. Les manuels scolaires sont prêtés sans aucun frais et doivent être rendus lorsqu'un cours est terminé ou abandonné. Nous donnons aussi d'autres fournitures scolaires nécessaires.

Tout enfant âgé de six ans ou plus, mais de moins de 16 ans, qui réside en Ontario et ne peut pas aller à l'école pendant trois mois ou plus, peut faire une demande d'inscription. Tout enfant qui est domicilié en Ontario mais réside temporairement à l'étranger peut également s'inscrire à des cours par correspondance. Puisque les élèves qui résident en dehors du Canada ne peuvent suivre ces cours indéfiniment, leur admissibilité sera reconSIDérée au moment où les parents voudront renouveler l'inscription de leur enfant à la classe suivante. Toute absence de plus de trois ans peut rarement être considérée comme une absence temporaire de la province et ne saurait justifier le renouvellement de l'inscription.

Les parents qui désirent inscrire leur enfant au palier élémentaire sont priés de remplir la formule B et la retourner à la Direction de l'enseignement par correspondance accompagnée du dernier bulletin scolaire de l'enfant et soit d'un certificat médical dans le cas où l'état de santé de l'enfant ne lui permet pas de fréquenter une école, soit de la recommandation de l'agent principal d'éducation de la région lorsque l'enfant ne peut se rendre à l'école à cause de la distance qui le sépare de l'établissement scolaire. Indiquer sur le certificat ou sur la recommandation, suivant le cas, la raison et la durée éventuelle de l'absence. Seul le bulletin scolaire est exigé dans le cas d'un enfant qui part pour l'étranger.

Les parents qui font une demande d'inscription pour leur enfant résidant temporairement à l'étranger doivent donner le nom et l'adresse d'un agent de liaison en Ontario. Les leçons, manuels et autres fournitures scolaires seront

pare a customs declaration form, and pay sufficient postage to carry the material to its foreign destination.

Children in good health should spend as much time on their studies each day as they would normally while attending school. In this way, they will be able to complete the work of an entire grade in a year. If enrolment is to be continued into the next grade, parents may request lessons and supplies in advance to ensure that they will be received by the time they are needed.

Ontario residents enrolled in correspondence courses must submit lessons for appraisal and comment. Pupils living outside Canada are advised to do the same if at all possible. Although mailing delays may diminish the value of teachers' comments and corrections, children gain satisfaction and encouragement from personal contact with a teacher and from winning recognition for their work. Each student who completes a grade satisfactorily earns a certificate of promotion. Parents should note that lessons sent in for marking must contain all assignments in every subject, unless they have previously requested the omission of certain subjects that they consider unnecessary under the circumstances.

Adults

Applicants who have not completed elementary school and who wish to prepare for enrolment in secondary school courses should use Form C to apply for English E130 (described on page 27), or English E160 (described on page 27), or Mathematics M160 (described on page 45).

envoyés à cette personne qui se chargera de les transmettre à l'élève. Il appartient aux parents de faire connaître à l'agent de liaison la façon de rempaqueter le matériel scolaire, d'inscrire sur le paquet l'adresse de l'élève à l'étranger et celle de l'expéditeur, de remplir une déclaration de douane et d'affranchir le paquet selon son poids et sa destination.

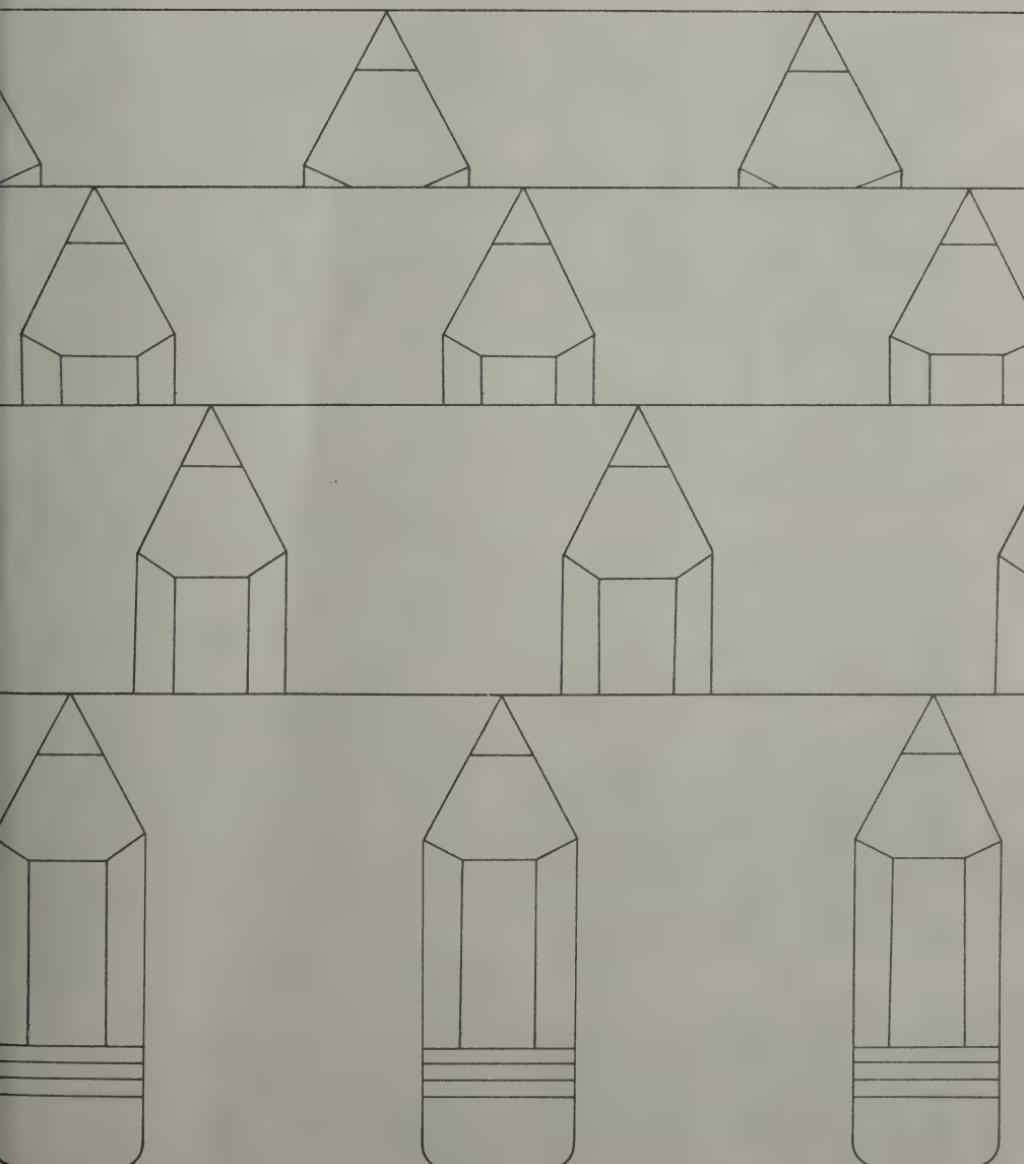
Les élèves qui jouissent d'une bonne santé devraient passer, chaque jour, le même temps à leurs études que s'ils fréquentaient l'école. Ils réussiront ainsi à couvrir leur programme en une année. Si les parents ont l'intention de renouveler l'inscription de leur enfant à la classe suivante, ils peuvent demander à l'avance que les leçons et les fournitures nécessaires leur soient expédiées pour éviter toute perte de temps.

Les élèves demeurant en Ontario qui sont inscrits aux cours par correspondance doivent renvoyer leurs devoirs pour les faire corriger. Ceux qui résident à l'étranger sont invités à faire de même dans la mesure du possible. Bien que les délais postaux peuvent réduire de beaucoup la valeur des remarques et des corrections de l'enseignant, les élèves gagnent à être suivis, encouragés et félicités. L'élève qui termine son année scolaire avec succès reçoit un certificat l'autorisant à passer dans la classe suivante. Le travail à faire corriger doit comprendre les devoirs correspondant à chaque matière, à moins que les parents n'aient exprimé le désir que certaines matières, qu'ils ne considèrent pas nécessaires dans ce cas, soient omises.

Adultes

Les personnes qui n'ont pas terminé l'école élémentaire, mais qui désirent suivre quelques cours à ce niveau avant de se faire inscrire au palier secondaire, doivent utiliser la formule C pour s'inscrire à un des cours suivants: *Français 8^e année*, *English E130* (description page 27), *English E160* (description page 27), *Mathematics M160* (description page 45).

Secondary School
Regular Program/
Programme régulier
d'études secondaires



Admission Requirements and Procedures

Conditions d'admission et modalités d'inscription

Adults

Correspondence courses are available to Ontario residents who are past the compulsory school age and are not enrolled in public secondary school day classes. Applicants must be Canadian citizens or landed immigrants.

Education by correspondence allows independence and individuality with respect to course selection and program planning, flexibility in starting and completion dates, and freedom of time and place of study. These factors make correspondence education suitable for thousands of adults seeking further education.

Each applicant may enrol in one course at the time of initial registration. Enrolment in additional courses may be requested by students whose educational objectives, available time, and progress in correspondence course studies make such enrolment advisable.

Adults who wish to enrol should study the material in this calendar, complete Application Form C and submit it to the Correspondence Education Branch. Students applying within three months of leaving school must obtain the recommendation of the school principal and submit it together with the application.

Students under sixteen

Correspondence courses are available to Ontario residents of compulsory school age who are not in attendance at school because of extended illness or distance from school. The parent or legal guardian of such a child should request the child's enrolment in secondary school courses by completing Application Form C and submitting it to the Correspondence Education Branch with evidence of the child's legal absence from school.

Correspondence courses are available to children on the request of the Early School Leaving Committee of a school board. Application Form C must be completed and signed by the parent or legal guardian and submitted to the Director of the Correspondence Education Branch, together

Adultes

Les cours par correspondance sont offerts à toutes les personnes domiciliées en Ontario qui ont dépassé l'âge de la scolarité obligatoire, ne sont pas inscrites à des cours de jour dans les écoles secondaires publiques et qui ont la citoyenneté canadienne ou le statut d'immigrant reçu.

L'enseignement par correspondance permet à chacun de choisir ses cours et de planifier son programme d'études, de commencer et terminer un cours quand il peut, d'étudier où et quand il veut. C'est donc le moyen par excellence pour de nombreux adultes de continuer à s'instruire.

Chaque élève s'inscrit initialement à un cours. Il peut néanmoins s'inscrire par la suite à d'autres cours si ses ambitions scolaires, le temps dont il dispose et ses progrès justifient cette décision.

L'adulte qui désire s'inscrire à un cours est prié d'étudier le contenu de ce prospectus, de remplir la formule C et de l'envoyer à la Direction de l'enseignement par correspondance. Les personnes qui font une demande dans les trois mois suivant leur départ de l'école doivent obtenir la recommandation du directeur de leur école et la joindre à la demande.

Élèves âgés de moins de 16 ans

Les cours par correspondance sont offerts à toutes les personnes domiciliées en Ontario qui ont l'âge de la scolarité obligatoire et ne fréquentent pas une école pour des raisons de santé ou à cause de leur éloignement de l'école. Les parents ou le tuteur d'un enfant de moins de 16 ans doivent, s'ils veulent le faire inscrire à des cours au palier secondaire, remplir la formule C et l'envoyer à la Direction de l'enseignement par correspondance, accompagnée d'un document prouvant que l'enfant est légalement dispensé de l'école.

Des enfants peuvent suivre des cours par correspondance, à la demande du Comité des départs scolaires prématurés d'un conseil scolaire. Les parents ou le tuteur doivent remplir et signer la formule C et l'envoyer au directeur de l'ensei-

with a copy of the student's school record (including courses in progress when the student left school), and a written recommendation for enrolment from the committee signed by the chairperson or secretary. Initially, a student may be enrolled in one course only. When at least one-half of the lessons in the first course have been completed, an additional course may be requested. Elementary level courses are not available to students on early school leaving.

Ontario residents temporarily absent from the province

Children of school age normally resident in Ontario can be enrolled while temporarily absent from Canada. An individual normally resident in Ontario and temporarily domiciled outside the province may participate in the Correspondence Education program for a maximum of three years. An applicant who will be leaving Canada must provide the name and address of an Ontario resident who will act as a liaison person and assume responsibility for forwarding books, lessons, and marked assignments. The duties of this person are outlined at the time of the student's enrolment.

Before leaving Canada, the applicant should study this calendar, complete Application Form F and submit it to the Correspondence Education Branch together with a complete secondary school record (including courses in progress when the student left school).

gnement par correspondance, accompagnée d'une copie du dossier d'études secondaires de l'élève (comprenant les cours qu'il suivait au moment où il a quitté l'école) et d'une recommandation écrite du comité, signée par le président ou le secrétaire. L'élève commence par s'inscrire à un seul cours. Lorsqu'il a terminé au moins la moitié des leçons du premier cours, il peut demander à s'inscrire à un second cours. On n'offre pas de cours du palier élémentaire aux élèves qui quittent prématurément l'école.

Personnes domiciliées en Ontario mais temporairement absentes de la province

Une personne domiciliée normalement en Ontario et temporairement absente de la province peut suivre des cours par correspondance pendant trois ans au maximum. Les enfants d'âge scolaire domiciliés normalement en Ontario peuvent suivre des cours par correspondance s'ils quittent temporairement le Canada.

Toute personne intéressée s'apprêtant à quitter le Canada doit laisser le nom et l'adresse d'une personne domiciliée en Ontario qui servira d'agent de liaison et lui transmettra livres, leçons et devoirs corrigés. L'agent de liaison prend connaissance de ses fonctions au moment de l'inscription de l'élève.

Avant de quitter le Canada, toute personne qui désire s'inscrire à des cours au palier secondaire doit étudier cette brochure, remplir la formule F et l'envoyer à la Direction de l'enseignement par correspondance accompagnée de son dossier d'études secondaires complet (comprenant les cours qu'il a commencé à suivre).

Information for Students

Renseignements à l'intention des élèves

Provision of materials, texts, and supplies

Once an application has been approved, the student is enrolled and provided with an initial set of materials, including lessons, textbooks, and kits. (Students taking Grade 13 courses must obtain their own textbooks.) Further lessons and learning materials are supplied automatically as the student progresses through the course. Texts and kits are loaned to students free of charge and must be returned to the Correspondence Education Branch on completion or termination of the course concerned.

Submission and evaluation of assignments

The success of studies conducted by correspondence depends on the careful study of lesson materials, the regular completion and submission of assignments, and the constructive use of teachers' comments and suggestions.

As soon as the assignments for a lesson have been completed, the student should mail them to the Correspondence Education Branch and proceed with the next lesson. Students are assigned a correspondence course associate teacher for each course in which they are enrolled. The associate teachers are secondary school teachers located in various communities throughout the province. They evaluate the work that students submit and give written assistance and advice.

Objectives

Students may begin courses at any time of the year. While regular submission of assignments is desirable, the flexibility of correspondence education makes it possible for a student to interrupt studies if necessary, and later to resume studies at the point where they were interrupted.

Students in the regular program earn credit for a Grade 9 or 10 course by completing lesson assignments. The final mark is based on the assignments. There are no tests for these courses.

Students earn credit for a Grade 11, 12, or 13 course by completing the lesson assignments and writing a final supervised test. Students who for medical or other justifiable reasons wish con-

Matériel, manuels et fournitures

Dès qu'une demande est approuvée, l'élève est inscrit et on lui prête un jeu initial de matériel contenant leçons, manuels et trousse d'apprentissage. (Les élèves de la 13^e année doivent se procurer leurs propres manuels.) On remet automatiquement à l'élève d'autres leçons et matériel à mesure qu'il progresse. Manuels et trousse sont fournis gratuitement à l'élève et doivent être renvoyés à la Direction de l'enseignement par correspondance une fois le cours terminé.

Soumission et correction des devoirs

Pour que l'enseignement par correspondance lui soit profitable, l'élève doit bien étudier les leçons, faire ses devoirs, les soumettre régulièrement, et tenir compte des remarques et des suggestions de l'enseignant.

Aussitôt que les devoirs correspondant à une leçon sont terminés, l'élève doit les envoyer à la Direction de l'enseignement par correspondance et passer à la leçon suivante. Chaque élève relève d'un enseignant adjoint à la Direction de l'enseignement par correspondance pour chacun des cours auquel il est inscrit. Ces professeurs enseignent dans des écoles secondaires de la province. Ils évaluent le travail que les élèves soumettent, les aident et les conseillent.

Objectifs

Les élèves peuvent commencer un cours quand il leur convient. Bien qu'il soit souhaitable de soumettre les devoirs régulièrement, la souplesse de l'enseignement par correspondance permet à l'élève d'interrompre ses études, si nécessaire, et de les reprendre plus tard.

Les élèves du programme régulier obtiennent des crédits de 9^e et 10^e année en faisant les devoirs prescrits. La note finale se base sur les devoirs prescrits. Aucun examen n'est requis à ce niveau.

Les élèves obtiennent des crédits de 11^e, 12^e et 13^e année en faisant les devoirs prescrits et en

sideration for exemption from the final test should write to the Registrar of the Correspondence Education Branch giving evidence in support of their request.

The final test is supervised by a correspondence course supervisor in the student's locality. On request, arrangements can be made for writing final tests at the Correspondence Education Branch office. Students living outside Ontario are asked to submit the name of a professional person to the Correspondence Education Branch for approval as supervisor.

Courses may be completed and certificates may be obtained at any time of the year. The time taken to gain standing in a course will depend mainly on the individual student's speed in completing assignments successfully. Another factor is the time required for each lesson to be dispatched in the mail between the Correspondence Education Branch, the student, and the associate teacher. The average time for the completion of a course is eight months; the shortest possible time is four months.

Post-secondary objectives

Students whose objective is to gain admission to an institution of post-secondary education should consult officials of the institution to find out what standing or diploma is required, the particular subjects that are obligatory, and the special provisions that exist for the admission of mature students.

Horizons, an annual publication of the Ministry of Colleges and Universities, is a guide to educational opportunities in Ontario beyond the secondary school level. It is available from the Information Resources Branch, Ministry of Colleges and Universities, 9th Floor, Mowat Block, Queen's Park, Toronto, Ontario M7A 1B9.

passant à la fin du cours un examen écrit surveillé. Les élèves qui, pour des raisons médicales ou autres, veulent se faire exempter de l'examen, doivent écrire au secrétaire de la Direction de l'enseignement par correspondance et justifier leur demande.

L'élève passe l'examen final dans sa localité, sous la surveillance d'une personne désignée à cet effet. Les examens finals peuvent être passés sur demande au bureau de la Direction de l'enseignement par correspondance. Les élèves qui résident hors de l'Ontario sont priés de désigner une personne qui exerce une profession libérale pour les surveiller lors de l'examen et de soumettre son nom pour approbation à la Direction de l'enseignement par correspondance.

On peut terminer un cours et obtenir un certificat à n'importe quel moment de l'année. La durée du cours dépend surtout du temps qu'il faut à l'élève pour réussir à faire ses devoirs. Cela dépend également du temps qu'il faut pour acheminer chaque leçon de la Direction de l'enseignement par correspondance à l'élève, puis à l'enseignant chargé de corriger les devoirs. Un cours dure en général huit mois, mais on peut le terminer dans l'espace de quatre mois.

Préparation aux études postsecondaires

Les élèves qui désirent s'inscrire à un établissement d'enseignement postsecondaire doivent se renseigner auprès des responsables de l'établissement sur le niveau d'études ou les diplômes exigés, les matières obligatoires et les stipulations spéciales régissant l'admission des adultes.

Tour d'horizon, une publication annuelle du ministère des Collèges et Universités, donne une idée des possibilités offertes au niveau postsecondaire en Ontario. On peut en obtenir un exemplaire à la Direction de l'information, ministère des Collèges et Universités, 9^e étage, édifice Mowat, Toronto (Ontario) M7A 1B9.

Certificates and Diplomas

Certification

Credits are awarded when the student achieves standing in a correspondence course. Certificates issued by the Correspondence Education Branch have the same validity as those issued by Ontario secondary schools.

A certificate for completion of a correspondence course at the secondary school level states the credit value of the certificate towards the Secondary School Graduation Diploma or the Secondary School Honour Graduation Diploma. When the student has earned through correspondence courses the last credit needed to meet the requirements for either of these certifications, a diploma will be issued.

Diplomas issued by the Correspondence Education Branch and the credits for the diplomas which have been earned through correspondence studies are reported to the Information Systems and Records Branch of the Ministry.

Secondary School Graduation Diploma

A student can fulfil the requirements for the Ontario Secondary School Graduation Diploma by accumulating credits through Ministry of Education correspondence courses, at an Ontario secondary school (day or evening program), at an inspected Ontario private school, or through a combination of these programs.

A student who is at least eighteen years of age and who has withdrawn from school for a period of at least one year may be granted equivalent credits for maturity and length of time out of school, for the successful completion of courses that are not normally identified as secondary school courses, and for the successful completion of each period of an apprenticeship training program. Equivalent credits granted are added to the other credits accumulated by the student.

A correspondence education student can obtain information about necessary credits towards a Secondary School Graduation Diploma by writing to the Registrar of the Correspondence Education Branch and submitting official records and

Certificats et diplômes

Certificats

L'élève reçoit des crédits pour chaque cours par correspondance qu'il a suivi et réussi. Les certificats que décerne la Direction de l'enseignement par correspondance ont la même valeur que ceux qui sont décernés par les écoles secondaires de l'Ontario.

Le certificat délivré à la fin des cours du niveau secondaire indique sa valeur en crédits en vue de l'obtention du diplôme d'études secondaires ou du diplôme d'études secondaires supérieures. Le diplôme est décerné à l'élève lorsqu'il a obtenu, en suivant les cours par correspondance, le nombre de crédits exigé.

La Direction de l'enseignement par correspondance tient la Direction des systèmes et des dossiers informatiques du ministère au courant des diplômes et des crédits qu'elle décerne.

Diplôme d'études secondaires

Pour satisfaire aux exigences du diplôme, l'élève peut accumuler des crédits en suivant les cours par correspondance du ministère de l'Éducation, en fréquentant une école secondaire de l'Ontario (cours de jour ou du soir), en suivant des cours dans une école privée inspectée de l'Ontario ou en combinant ces divers moyens.

L'élève âgé d'au moins 18 ans, qui ne fréquente plus l'école depuis un an au minimum, peut obtenir des crédits en raison de sa maturité et du temps qu'il a passé en dehors de l'école; pour avoir terminé avec succès des cours n'étant pas normalement reconnus comme des cours du palier secondaire; pour avoir terminé avec succès chaque période de formation professionnelle. Les crédits obtenus s'ajoutent à ceux que l'élève possède déjà.

Les élèves qui suivent des cours par correspondance peuvent se renseigner sur les crédits nécessaires à l'obtention du diplôme d'études secondaires en écrivant au secrétaire de la Direction de l'enseignement par correspondance et en lui envoyant les dossiers officiels et les renseignements appropriés. On attend quelquefois

other relevant information. An assessment will be deferred until such time as the student has made progress in correspondence course study.

Secondary School Honour Graduation Diploma

The requirements for the Secondary School Honour Graduation Diploma are met through the accumulation of six Ontario secondary school Grade 13 credits. These credits may be accumulated through the completion of Ministry of Education correspondence courses, at Ontario secondary schools or inspected private schools, or through a combination of these programs. No equivalent credits are granted for this diploma.

Statement of achievement

On the request of a student, the Registrar of the Correspondence Education Branch will issue a statement of achievement indicating the courses completed, the final marks, and the credit value of the courses. The student can request a progress report in a course in which a significant part of the required work has been completed and evaluated (at least ten lessons in a twenty-lesson course, and at least five lessons in a ten-lesson course).

pour en faire l'évaluation que l'élève ait progressé dans ses études par correspondance.

Diplôme d'études secondaires supérieures

Pour satisfaire aux exigences du diplôme d'études secondaires supérieures, l'élève doit accumuler six crédits de la 13^e année du programme d'études de l'Ontario. Il peut obtenir ces crédits en suivant des cours par correspondance du ministère de l'Éducation, des cours de 13^e année dans une école secondaire de l'Ontario ou dans une école privée inspectée de l'Ontario, ou encore une combinaison de ces cours. On n'accorde pas d'équivalence de crédits pour ce diplôme.

Relevé de notes

Le secrétaire de la Direction de l'enseignement par correspondance remet à l'élève qui en fait la demande un relevé de ses notes indiquant les cours terminés, les notes finales et le nombre de crédits obtenus pour ces cours. L'élève peut demander un rapport sur ses progrès dans un cours si une assez grande partie des travaux exigés pour ce cours a été remise et corrigée (au moins 10 leçons pour un cours de 20 leçons et 5 pour un cours de 10 leçons).

**Day-School Students
Program/Programme
offert aux élèves des
écoles secondaires**



Day-school students program

A student in Grade 11, 12, or 13 at a public secondary school who has been granted a minimum of 10 credits prior to the date of application may be eligible to take a correspondence course while enrolled at school. The educational program of a student in attendance at a secondary school is the responsibility of the principal of that school. On the written recommendation of the principal, the Director of the Correspondence Education Branch can admit an eligible secondary school student to one of the following courses if the student is unable to take the course at school: any course with a code beginning with 3, 4, or 5; English E111, English E211, Français F-11, Français F-21, French F103, French F203, Typewriting I, TY102, Typewriting II, TY200, Latin L211, Art A200, and Drafting D202. Other Grade 9 and Grade 10 courses are not offered to public secondary day-school students.

Application Form D is available from the school attended by the student. The completed form, together with a copy of the student's complete secondary school record, a list of courses in the student's current program at school, and a written recommendation for enrolment from the principal, must be submitted to the Director of the Correspondence Education Branch for approval. The signature of a parent or legal guardian is required for an applicant under eighteen years of age.

It is expected that before the student initiates a request for enrolment and the principal approves the request, both will give careful consideration to its appropriateness in light of the student's previous achievement, educational objectives, motivation, and available time.

Initially, a day-school student will be enrolled in one course only. A request for an additional course can be made after all of the lesson assignments in the first course have been completed. Form D should be completed, and the school principal's written recommendation for enrolment is again required.

Programme offert aux élèves des écoles secondaires

Un élève inscrit dans une école secondaire publique en 11^e, 12^e ou 13^e année et qui a déjà obtenu au moins dix crédits avant de faire sa demande peut être admis à suivre un cours par correspondance. Le directeur de l'école est alors chargé des études de l'élève. Le directeur de l'enseignement par correspondance, sur la recommandation écrite du directeur de l'école, peut admettre cet élève à l'un des cours suivants, si l'élève est dans l'impossibilité de suivre ce cours à l'école : n'importe quel cours dont le numéro de code commence par 3, 4 ou 5, ainsi que English E111, English E211, Français F-11, Français F-21, French F103, French F203, Typewriting I TY102, Typewriting II TY200, Latin L211, Art A200, et Drafting D202. Les autres cours de 9^e et 10^e année ne sont pas offerts aux élèves des cours de jour.

L'élève peut se procurer la formule D à l'école qu'il fréquente. Cette formule dûment remplie ainsi que le dossier scolaire de l'élève, une liste de ses cours et une recommandation écrite du directeur d'école doivent être soumis à l'approbation du directeur de l'enseignement par correspondance. Dans le cas d'un élève de moins de 18 ans, la signature des parents ou du tuteur est indispensable.

Nous recommandons aux élèves qui envisagent de faire une demande d'inscription aux cours par correspondance et aux directeurs d'école chargés de l'autoriser, de considérer avec soin les facteurs suivants : rendement de l'élève dans le passé, ses ambitions scolaires, son degré de motivation et le temps dont il dispose.

Un élève qui fréquente l'école le jour commence par s'inscrire à un seul cours. L'élève peut faire une demande d'inscription à un autre cours une fois qu'il a terminé les devoirs prescrits pour son premier cours. L'élève se servira alors de la formule D et devra y joindre à nouveau la recommandation écrite du directeur.

Day-school students who enrol in a correspondence course must schedule their work so as to complete all of the lessons in the course within one year of the date of enrolment. The Correspondence Education Branch will terminate the enrolment of a student who has not completed all of the lessons in the course within one year, or at any earlier date on the written instructions of the principal. Standing in the course in which the day-school student is enrolled (secondary school Grades 9 and 10 courses included), requires completion of all lesson assignments and a final, supervised test.

Students can take the final tests on the following dates:

- November 6, 1978
- April 2, 1979
- January 29, 1979
- May 28, 1979

A student is eligible to take a test only if the permission of the school principal has been sought and granted at least a month prior to the test date. Tests will be conducted only on the dates specified above. They will be held in the student's secondary school under the supervision of a qualified staff member, between 1:15 and 3:15 p.m. A student may write only one test on any one specific test date. It is possible for a student to be enrolled in one session and to write the test at the end of a later session.

A principal may grant a student permission to write a final test before all lesson assignments have been completed. However, it is recommended that the principal wait until the student has submitted all assignments and until these have been evaluated and returned to the student before granting permission. The emphasis in these tests is on material covered in the last half of the course, and all course requirements — including completion of all assignments and the final test — must be met before standing is granted.

L'élève qui fréquente l'école le jour et est en outre inscrit à un cours par correspondance doit organiser son temps de façon à terminer toutes les leçons du cours dans un délai d'un an à partir de la date d'inscription. La Direction de l'enseignement par correspondance se réserve le droit d'annuler l'inscription d'un élève qui ne termine pas toutes les leçons du cours dans l'espace d'un an ou plus tôt si le directeur d'école l'exige par écrit. Pour se faire reconnaître un cours auquel il est inscrit (y compris les cours de 9^e et 10^e année), l'élève doit remettre tous les devoirs et réussir un examen final surveillé.

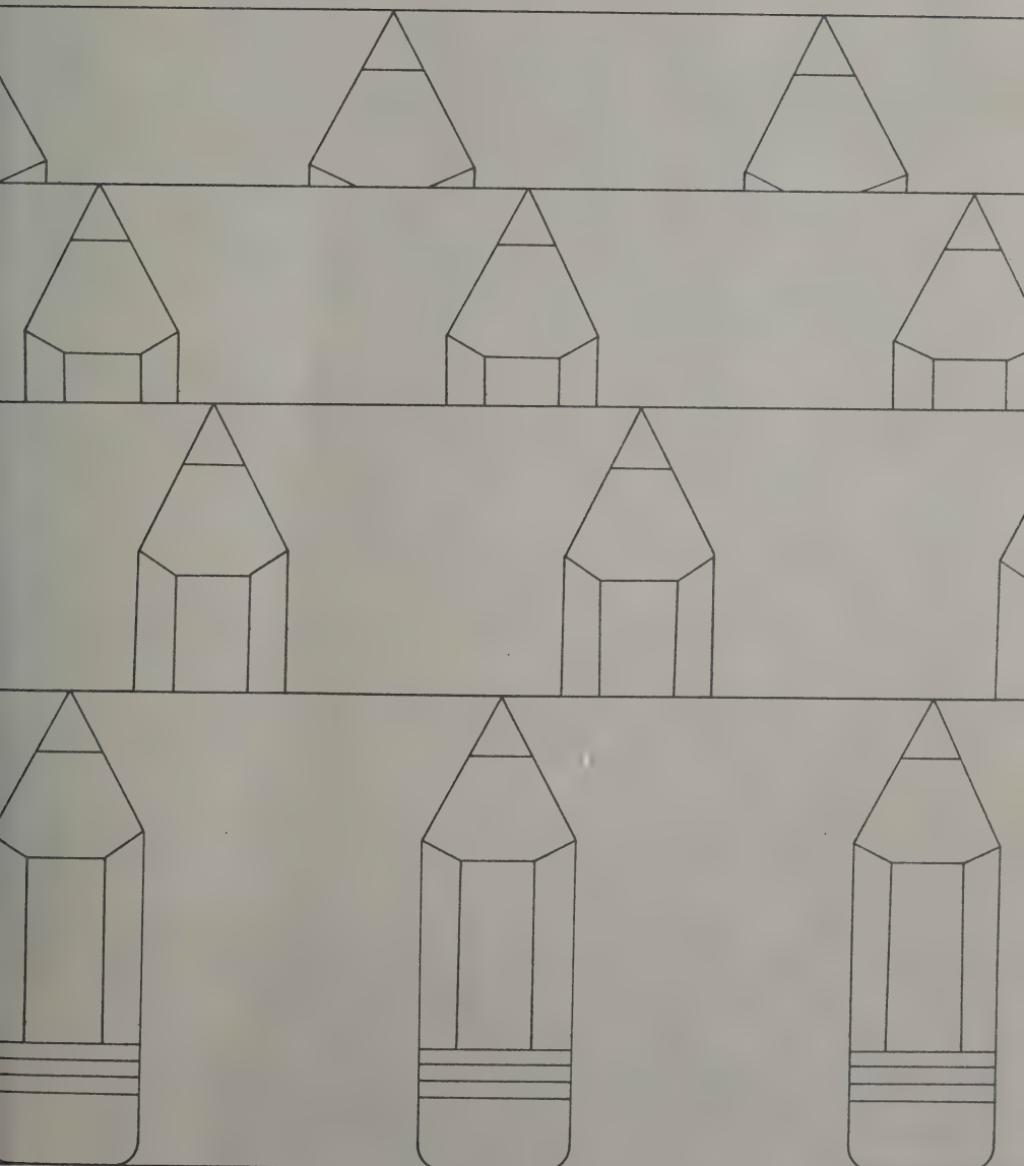
On peut passer cet examen final aux dates suivantes :

- le 6 novembre 1978
- le 2 avril 1979
- le 29 janvier 1979
- le 28 mai 1979

L'élève peut passer l'examen seulement s'il en a reçu la permission du directeur d'école au moins un mois avant le jour de l'examen. Les examens ne sont pas offerts en d'autre temps qu'aux jours déjà fixés. Ils auront lieu à l'école secondaire fréquentée par l'élève sous la surveillance d'un membre du personnel qualifié, entre 13 h 15 et 15 h 15. On ne peut passer qu'un seul examen à chacune des dates fixées. L'élève inscrit à une session peut passer son examen à la fin d'une session ultérieure.

Un directeur d'école peut accorder la permission à un élève d'écrire l'examen final avant d'avoir rendu tous ses devoirs. On recommande cependant aux directeurs d'école d'attendre que l'élève ait rendu tous ses devoirs et qu'ils aient été évalués et retournés à l'élève avant d'accorder à ce dernier la permission d'écrire l'examen final. L'examen porte en majeure partie sur le contenu de la deuxième moitié du cours. Avant que l'on ne reconnaîsse un cours à l'élève, celui-ci doit avoir satisfait à toutes les conditions. Il doit donc entre autres avoir rendu tous ses devoirs et réussi l'examen final.

Course Descriptions/ Description des cours



Course codes

Each secondary school correspondence course is identified by a code that consists of one or two letters followed by three numbers. The letter represents the name of the subject. The first numeral represents the secondary school year in which the course is customarily taken. The last two numerals serve to distinguish between different courses offered in the same subject in the same year.

Most courses consist of twenty lessons and have a value of one credit. Courses consisting of ten lessons have a value of one-half credit and are indicated with an x at the end of the course code.

The following are examples of course codes:

E111: one-credit Grade 9 English course

C401 and C404: different one-credit Grade 12 Chemistry courses

M422x: one-half credit Grade 12 Mathematics course

Code des cours

Chaque cours par correspondance du palier secondaire est désigné par un code qui consiste en une ou deux lettres suivies de deux ou trois chiffres. Les lettres représentent le nom du cours. Le premier chiffre représente l'année du palier secondaire où le cours est habituellement suivi. Les autres chiffres servent à distinguer les différents cours offerts pour la même matière dans la même année. La plupart des cours comprennent vingt leçons et valent un crédit. Les cours de dix leçons ne valent qu'un demi-crédit (leur numéro de code se termine par un x). Voici quelques exemples :

F-11 : cours de français de 9^e année donnant droit à un crédit.

F-51 et F-52 : cours de français de 13^e année donnant droit chacun à un crédit.

M422x : cours de *Mathematics* de 12^e année donnant droit à un demi-crédit.

List of Courses/Liste des cours

Subject	Grade 9	Grade 10	Grade 11	Grade 12	Grade 13
Business Studies					
General Business					
Consumer Studies	CS200		MK300	MK400	
Marketing			BO300		
Business Organization			CF340		
Computer Fundamentals					
Law		LW402			
<i>Secretarial</i>					
Typewriting and Business					
Procedures	TY102	TY200	CB300	CB400	
Shorterhand			SH302		
<i>Accounting</i>					
Accounting		AC305	AC405	AC503	
English	E160	E240	E422		
	E130	E211	E421	E521	
	E111			E522	
				E402x	
				E306x	
				E308x	
				E408x	

Subject	Grade 9	Grade 10	Grade 11	Grade 12	Grade 13
Français	F-11	F-21	F-31	F-41	F-51 F-52
French	F103 F105 F111x	F203	F350	F401	F521 F552
German					GR501
Geography	G103	G203	G300 G303 G311x	G400 G401 G403	G503
History and Social Sciences					
History	H103	H203	H301 WP300	H401	H503
World Politics					
Economics				EN402	EN550
Man in Society				MS400	
Latin		L211	L311	L411	L551
Mathematics					
<i>Series A – Advanced Mathematics</i>	M101 M111x	M251	M303	M403	M551 M522
					M553
<i>Series B – General Mathematics</i>	M100	M240	M302	M402	M511 M522
<i>Series C – Mathematics for Business</i>	M160	M220x M222x	M320x M322x	M420x M422x	

Science				
General Science	SC101	SC201		
Geology			GL302	
Physics			P303	
Biology			BY402	P503
Chemistry			C401	BY501
			C550	
			C404	
<hr/>				
Technical Subjects				
Carpentry			CY300	
Drafting	D202		D308x	
			D318x	
<hr/>				
Visual Arts				
Practical Art	A200		A401x	
	-		A402x	
			A501	
<i>Art Appreciation and History</i>			A301	
			A303x	
			A403x	
<hr/>				
Related Arts				
Theatre Arts			A302x	
Film Arts			TA300	
			FA402x	
			FA404x	

Business Studies

General Business

A mature student may enrol in any course listed under General Business. Students should keep in mind, however, that the lessons and assignments become progressively more difficult in succeeding grades.

Consumer Studies CS200

(Grade 10 — One credit)

This course is a good choice for beginners in Business Studies. It will help students understand how the modern marketplace operates, become wiser consumers, and prepare themselves for more advanced business courses. The language and the exercises are simple and straightforward.

The course is written from the consumer's point of view and deals with topics that are of prime importance in most people's lives, for example, money, budgeting, credit, basic buying principles, real estate, and transportation.

Marketing MK300

(Grade 11 — One credit)

A student capable of working at a senior level may enrol in this course without any previous background in Business Studies.

Retail merchandising, in general, and as it applies to particular types of operations such as department stores and discount stores, is emphasized in this course. Through a study of types of ownership, selection of location, selection of equipment, and merchandise purchasing and pricing policies the student should gain insight into the mechanics and complexities of establishing and operating a retail store. An understanding of retailing in turn leads to wiser shopping.

Business Organization and Management BO300

(Grade 11 — One credit)

This course includes a general survey of the way in which businesses are owned, organized, and managed. It is not intended to qualify the student as a business administrator or manager.

The study of different forms of business ownership emphasizes the corporate form. The effects of the activities of the municipal, provincial, and federal governments on business are examined as part of this study. The course proceeds to discuss specific problem areas in the operation of a business enterprise: production, purchasing and tariff, finance, and personnel.

Computer Fundamentals CF340

(replaces CF300)

(Grade 11 — One credit)

This is an introductory course in computer information that requires no previous knowledge of the subject. It aims to give the student a basic understanding of how a computer works and the way in which it is programmed. The course concentrates on theory, and there are no opportunities to test programs in practice.

The course includes elementary knowledge about punched cards, computer storage, flow-charting, machine language, data recording media, and computer concepts, and an introduction to logic.

Marketing MK400

(Grade 12 — One credit)

MK300 would be a useful background for this course, although not essential. MK400 acquaints the student with the basics of marketing, sales promotion, and advertising, and with the effects of marketing on the total economy.

The topics covered include: Marketing Research — developing questionnaires; Various Media in Sales Promotion — television, radio, newspapers, magazines, direct mail; Preparation of an Advertisement — headlines, illustration, colour, slogans, copy preparation; and Packaging.

Law LW402*(Grade 12 — One credit)*

The subject of this introductory course is Canadian law as it applies to ordinary business and private affairs. It does not prepare students to handle legal affairs, but provides basic knowledge of legal rights and obligations, enabling them to recognize situations that require professional legal advice.

The topics covered include: a brief consideration of the origins, classes, and administration of law; and more detailed study of family law, criminal law, the law of contracts, negotiable instruments, employment, and sales.

Secretarial

TY102, TY200, CB300, and CB400 are normally taken in sequence because typing skills and applications are developed progressively through the series.

SH302 is available to mature students who already possess basic typewriting skills and at least a Grade 10 (or equivalent) standing in English.

Typewriting I TY102*(Grade 9 — One credit)*

The aim of this introductory course is to develop correct techniques for touch-typewriting. The student will learn the keyboard and develop sufficient skill in typing for personal use, building a foundation for further development of the skill.

The topics covered include: set-up and placement of material; composing at the typewriter; simple tabulation; personal letters; and business letters.

Students must have access to a typewriter.

Typewriting II TY200*(Grade 10 — One credit)*

Students who request enrolment in TY200 must have completed TY102, or the equivalent. They will expand the skills acquired earlier and will be given considerable practice in composing at the typewriter and in sustained copy typing.

The course reviews basic skills and gives instruction in advanced tabulation, business letters, business forms, and duplicating methods.

Students must have access to a typewriter.

Communications and Business Procedures I CB300*(Grade 11 — One credit)*

Students who have completed TY102 and TY200, or the equivalent, may enrol in this course to develop a higher degree of skill in the use of the typewriter and to study the characteristics of a modern business office.

The topics covered include: office mail operations; telephone services; filing procedures; business letters and reports; dictation; transcription; and duplication.

Students must have access to a typewriter.

Communications and Business Procedures II CB400*(replaces OP400)**(Grade 12 — One credit)*

Students must have completed CB300, or the equivalent, before enrolling in this course. They will learn to apply typewriting and procedural skills to a variety of secretarial situations.

The procedures and situations considered include: acquiring personal characteristics for a successful business career; filing procedures and systems; letters with special features and inter-office memoranda; banking services; accounting forms; purchasing and sales order routines; making travel arrangements; applying for a position; and typing techniques for centring and display, business reports, minutes, and manuscripts.

Students must have access to a typewriter.

Pitman Shorterhand I SH302*(Grade 11 — One credit)*

Shorterhand is a modified and extensively simplified version of the classic Pitman short-hand system. Since stenographic work requires a good background in English and typing, applicants for this course should have at least a Grade 10 (or equivalent) standing in English and should have completed at least an introductory typing course.

The theory of the system is presented with a good deal of practical application, through reading, writing, and controlled dictation by means of records.

Students must have access to a typewriter and a record player capable of playing 33 1/3 r.p.m. records.

Accounting

Mature students may enrol in AC305 and proceed to AC405, which follows in sequence. AC503 is not in sequence with these courses and does not require the detailed, practical background provided through the first two courses. Some practical accounting exercises are included in this theoretical Grade 13 course.

Accounting I AC305*(Grade 11 — One credit)*

The basic principles, concepts, and procedures of accounting and bookkeeping are introduced in this beginner's course.

The topics covered include: the journal; the ledger; the profit and loss statement; the balance sheet; the synoptic journal; special transactions; and the use of flowcharts, with special attention to business systems and procedures.

Accounting II AC405*(Grade 12 — One credit)*

For admission to AC405, a student must have standing in AC305, or equivalent. This course is valuable for a student entering the business world encountering jobs that involve accounting and recording.

The course expands the student's knowledge of accounting as applied to journals, bank reconciliations, payroll adjustments, classified statements, voucher systems, partnerships, and corporations.

Accountancy Practice AC503*(Grade 13 — One credit)*

Students who select this course without any previous background in accounting should be able to provide proof of their ability to work at the Grade 13 level. Considerable emphasis is placed on the theory behind accounting systems and on the accountant's use of the data supplied by each system. The course is designed for the student who might go on to take a business education program at the post-secondary level. To become a professional accountant, the student must study with a professional accounting association.

The first three lessons of the course cover basic accounting and bookkeeping theory. Advanced accounting procedures studied include: procedures for a proprietorship, a partnership, and a limited company; and specialized procedures such as the handling of manufacturing or departmental accounts.

The following text is used for the course: Leonard, W.G., and Beard, F.N. *Canadian Accounting Practice*. 2nd ed. Toronto: McGraw-Hill Ryerson, 1963.

English

A mature student who has been active in the business world or has read widely should be capable of working successfully in a Grade 11 English course. Even if the student has done no formal work in Grade 9 or Grade 10 English at the secondary school level, enrolment in English E311 or in any of the ten-lesson courses can be requested.

English E130

(Grade 9 — One credit)

Like playing tennis or driving a car, using language effectively requires skill and practice. This course is especially designed to improve skills in the use and understanding of language. Students with an elementary school background in English as well as students whose native language is not English will find this practical course valuable.

Each lesson emphasizes the use of language in everyday situations where a basic knowledge of English is necessary. Short practical tasks develop the student's ability to use language with ease and to read, think, and write about topics of real interest. Students gain self-confidence through practice in spelling, grammar, punctuation, and vocabulary building. Selected short stories encourage understanding and enjoyment in reading.

A dictionary and other reading materials are provided.

English E160

(Grade 9 — One credit)

This traditional course has been revised and is intended for students who would like remedial work in the use of language before undertaking the study of English at a higher, secondary school level.

The program offers a review of grammar and practice in spelling and writing. It also includes the study of word meanings and experience in understanding the writings of others.

Various texts including a short novel and a dictionary are provided.

English E111

(Grade 9 — One credit)

This is a comprehensive first-year course in secondary school English providing an in-depth study of language and literature.

The aim of this English program is to promote the appreciation of literature and to develop the student's ability in the use of language. A selection of short stories and two action-filled novels, one of which is a science-fiction work, form the greater part of the reading for the course. Plays and poems make up the remainder of the literature selections. Practice in writing short assignments as well as a review of the use of language will help students to communicate more clearly.

English E211

(Grade 10 — One credit)

For students who prefer a traditional approach to literature and language, this survey course develops skill in English through writing and the study of good writing.

Writers employ various literary forms such as the novel, the short story, the play, and poetry to present their ideas. Examples of these forms, including works by Nevil Shute, John Wyndham, and Kenneth Bagnell, are introduced and explored. In addition, this program is designed to improve the student's knowledge of grammar and word usage.

English E240

(new course)

(Grade 10 — One credit)

Students who wish to improve their command of practical, day-to-day English will find that this course is designed to meet their needs. It stresses the fact that language is a social tool.

Experience in the practical use of English for different social occasions is provided through the study of a wide range of writing styles, including social announcements, personal and business correspondence, applications, and diaries. Woven into the course is a review of basic English grammar. Valuable help in the enjoyment of the language is supplied through various

Canadian literary works, including poetry, drama, and short stories. Of exceptional interest are two prize-winning Canadian works, *Who Has Seen the Wind*, a novel, and *Klee Wyck*, a collection of short stories about the Indians of the West Coast.

English E311

(Grade 11 — One credit)

The emphasis in this varied English program is on the enjoyment of literature. Students are given an opportunity to express their ideas about the material studied.

This wide-ranging and balanced program includes discussions based on various short stories and the popular novel *To Kill a Mockingbird*. The drama section offers a brief look at the theatre in Canada, and a choice of either a group of short, contemporary plays or a modern approach to *Romeo and Juliet*. Students are encouraged to assess the mass media — radio, film, and television. Practice in writing effective social and business letters, as well as experience in developing other writing skills, prepare students for the business world or further education.

English E421

(Grade 12 — One credit)

For students who wish to study English at a more advanced level, this interesting course is the answer. The reading selections, which include works by major Canadian authors, are varied and carefully selected.

The literary works proposed for study include such well-known titles as *Miss Julie* (Strindberg), *The Pearl* (Steinbeck), *Macbeth* (Shakespeare), and *Death of a Salesman* (Arthur Miller). *Sons and Lovers* (D.H. Lawrence) is offered as an alternative. Many of the lessons allow for student choice.

This course encourages students to read, think, and write with literary insight. A practical lesson accompanied by a long-playing record will help students to improve their ability to listen and to speak.

English E422

(Grade 12 — One credit)

This general English program is an invitation to adventure. It is designed to help students learn more about themselves, and to promote the appreciation and enjoyment of literature and language.

Students are encouraged to express their opinions about various short stories, poems, plays, essays, and novels, and to explore contemporary issues. Emphasis is placed on Canadian literature.

The language usage section of each lesson is directly related to the students and their everyday encounters with language. How easily are we persuaded by what we read and see? Are we critical enough in our reactions to television, radio, and newspapers? To what extent are we concerned about our own use and appreciation of language? Practice in the completion of forms and letters of application and the writing of reports will help to prepare students for the business world.

A practical lesson accompanied by a long-playing record will help students to improve their ability to listen and to speak.

English E521

(Grade 13 — One credit)

This is an updated program for students of English at the Senior level. It is intended to develop two basic skills — appreciative reading and effective writing. It also aims to improve the student's ability to listen and to speak.

The comparative study of various literary forms (short story, essay, poetry, drama, novel) provides students with an opportunity to evaluate literature, to express their opinions, and to improve their writing skills. A new section on Canadian poetry accompanied by a recording of Canadian poets and writers adds interest to the course.

Instruction and practice in précis- and essay-writing prepare students for work at the post-secondary level.

The texts for the course include:

Ford, M. *Techniques of Good Writing*. Toronto: The Book Society of Canada, 1961.
Giraudoux, J. *The Madwoman of Chaillot*. Toronto: McGraw-Hill Ryerson, 1969.
Hemingway, E. *A Farewell to Arms*. New York: Charles Scribner's Sons, 1967.
Shakespeare. *Hamlet*. Falcon edition. Toronto: Longman Canada Ltd., 1963.

English E522

(Grade 13 — One credit)

What is a Canadian? How is the Canadian sense of identity reflected in the writings of our authors — those who were born here and those who, like Susannah Moodie, came as immigrants?

Margaret Laurence, Al Purdy, Robertson Davies, Gratien Gelinas, Margaret Atwood, Gabrielle Roy, and Mordecai Richler are among the well-known contemporary authors who bring wit and insight to the Canadian experience. Students will also encounter a host of other Canadian writers in this Canadian studies course designed for readers who want to learn more about this country's literary heritage.

To improve the student's ability to write, listen, and speak effectively, an extensive new program has been integrated into the course. A recording of Canadian poets and writers will help to make the course come alive.

The texts for the course include:

Laurence, Margaret. *The Stone Angel*. Toronto: McClelland & Stewart, 1968.
Mandel, Eli. *Poets of Contemporary Canada*. Toronto: McClelland & Stewart, 1972.
Mickleburgh, Brita. *Canadian Literature*. Toronto: McClelland & Stewart, 1973.

English E302x
Readings in Archaeology

(Grade 11 — One-half credit)

Students with a particular interest in past civilizations and archaeological discoveries will enjoy this course.

The world of archaeology is explored through selected readings in prose and poetry. Three major civilizations are examined: the Minoan, the Mayan, and the Viking. Novels such as *The King Must Die* support the theme of the course. Assignments are designed to develop the students' ability to write creatively and to express ideas clearly, logically, and concisely.

English E306x
Readings in Science Fiction

(Grade 11 — One-half credit)

How do some of the well-known twentieth-century writers see the future?

The variety of absorbing short stories and novels selected take an imaginative look at our future on earth and in the vast reaches of space. Included in the program of study are such classics as *Brave New World* and *2001: A Space Odyssey*. Each lesson provides the student with experience in developing critical and creative writing potential.

English E308x
Grammar

(Grade 11 — One-half credit)

This course will be useful for students who are interested in the structure of language and wish to improve their language skills.

This English program explores one approach to the study of grammar and examines appropriate levels of language used in business and other everyday situations. The reasoning behind such usage is examined to point out its practical application.

English E402x
Readings in Wilderness

(Grade 12 — One-half credit)

Is our wilderness truly a dwindling heritage? If so, why is it being diminished, and by whom? Should we try to save it? How can we save it?

Some of the answers that men and women have suggested to these vital questions at various times and places are presented in this course of prose and poetry readings. Assignments encourage students to develop their powers of self-expression. Current material, both books and articles, keeps the course up to date and stimulates students to form and express their ideas.

The text for the course, *Marked by the Wild*, should appeal to all nature lovers.

English E408x
Creative Writing

(Grade 12 — One-half credit)

Students who have a strong desire to write or an interest in improving their writing skills will find the models and assignments in this course helpful.

While the course has been structured to meet several kinds of writing needs and develop certain writing skills, the creative assignment in each lesson gives the student an opportunity for undirected, personal expression. The reading selections are intended to increase appreciation of various writing styles and techniques and to extend reading interests.

Français

Les cours de français destinés aux élèves francophones comprennent 20 leçons chacun et correspondent aux cours du programme avancé.

Français F-11

Ce cours s'adresse aux élèves qui ont complété le programme de la 8^e année du palier élémentaire en langue française, ou l'équivalent. Chacune des 20 leçons de ce cours se développe autour d'un thème. La composition et la grammaire s'y rapportent directement. La partie *littérature* permettra aux élèves de prendre connaissance des grands auteurs des littératures française et canadienne-française. Le programme d'études inclut les ouvrages suivants : *Lettres de mon moulin* (Daudet), *Le lion* (Kessel), *Le Voyage de M. Perrichon* (Labrache). Ce cours donne aux élèves la préparation nécessaire au cours de français F-21. Les élèves de langue anglaise qui lisent, écrivent et parlent couramment le français au niveau de la 8^e année peuvent s'inscrire à ce cours s'ils le désirent.

Français F-21

Ce cours s'adresse aux élèves qui ont complété le cours de français F-11 ou l'équivalent. Outre l'étude de nombreux morceaux choisis de prose et de poésie française et canadienne-française, le programme d'études inclut les ouvrages suivants : *Maria Chapdelaine* (Hémon), *Contes du lundi* (Daudet), *Il ne faut jurer de rien* (Musset). Ce cours donne aux élèves la préparation nécessaire au cours de français F-31.

Français F-31

Ce cours s'adresse aux élèves qui ont complété le cours de français F-21 ou l'équivalent. Outre l'étude de nombreux morceaux choisis de prose et de poésie française et canadienne-française, le programme d'études inclut les ouvrages suivants : *L'avare* (Molière), *Le grand Meaulnes* (Fournier), *Zone* (Dubé). Ce cours donne aux élèves la préparation nécessaire au cours de français F-41.

Français F-41

Ce cours s'adresse aux élèves qui ont complété le cours de français F-31 ou l'équivalent. Chaque leçon de ce cours comprend deux parties : a) étude de textes; b) étude de la langue et de ses éléments. Outre l'étude de nombreux morceaux choisis de prose et de poésie française et canadienne-française, le programme d'études inclut les ouvrages suivants : *Le Cid* (Corneille), *Cyrano de Bergerac* (Rostand), *Vol de nuit* (Saint-Exupéry). Ce cours donne aux élèves la préparation nécessaire aux cours de français F-51 et F-52.

Français F-51

Ce cours s'adresse aux élèves qui ont complété le cours de français F-41 ou l'équivalent. Le programme offre l'étude d'ouvrages classiques et modernes, comprenant des pièces de théâtre : *Andromaque* (Racine), *Topaze* (Pagnol); des romans : *Les saints vont en enfer* (Cesbron), *Rue Deschambault* (Gabrielle Roy); des morceaux choisis de prose et de poésie. La partie étude de la langue comprend l'étude de la syntaxe et quelques notions de phonétique. L'élève acquerra la maîtrise de la langue parlée et écrite comme instrument de communication, avantage appréciable tant au point de vue professionnel que culturel.

Les manuels à l'étude sont les suivants : *Andromaque* (Racine), *Les Petits Classiques Bordas*, *Topaze* (Pagnol), livre de poche n° 294; *Les saints vont en enfer* (Cesbron), livre de poche nos 2301, 2302; *Rue Deschambault* (Gabrielle Roy), édition ordinaire; *Le Plan*, livre de l'élève (L. Geslin et J.-M. Laurence); *Initiation à la phonétique* (R. Bergeron); *Le bon usage* (Grévisse).

Français F-52

Ce cours s'adresse aux élèves qui ont complété le cours de français F-51 ou l'équivalent. Le programme est une étude approfondie du théâtre canadien-français. Le manuel de base est *Le Théâtre québécois* de J.-C. Godin et L. Mailhot. Les œuvres suivantes sont à l'étude : *Sonnez les matines* de Félix Leclerc, *Bousille et les justes* de G. Gélinas, *Au cœur de la rose de P. Perrault*, *Au retour des oies blanches* de M. Dubé, *Le temps sauvage* de A. Hébert.

Outre l'intérêt que présente pour tous le théâtre canadien-français, ce cours est particulièrement utile aux élèves qui ont l'intention de se spécialiser dans le théâtre.

A self-corrected test requiring approximately twenty minutes to complete is available on request. It is designed to assist students with some background in French studies to determine whether they should attempt the Grade 9 or the Grade 10 courses.

A second test to determine the selection of Grade 11 or Grade 12 French courses is also available on request.

French F103

(Grade 9 — One credit)

This course was introduced in September 1977. It employs Books 1 and 2 of the *Passéport français* series which is being used currently in many Ontario secondary schools. Oral skills (taught by means of records) are balanced and reinforced by a written program presented in a witty, contemporary style.

A special feature of F103 is that it can be attempted both by beginners and by those with a background in French studies. Students who have completed one or several years of elementary school French, for example, should enrol in F103. Adults who have acquired a substantial but basically informal knowledge of the language should also enrol in this course.

Upon completion of F103, students will be prepared to go on to F203. (See description for French F105.)

French F105

(new course)

(Grade 9 — One credit)

French F105 is identical in content to French F103. The only difference is that the audio portion of F105 is presented on a cassette rather than on records.

The use of a cassette will usually mean both portability and privacy. In addition, a cassette can be easily rewound and replayed to review points of difficulty.

On the other hand, the fidelity of sound on a record generally tends to be slightly better than that on a cassette (depending on the quality of the equipment used). This slight difference in sound quality can be important in language learning.

Lesson identification is somewhat easier from a record because it is labelled on each side, while the entire program is presented on the two sides of a single cassette. It should be noted, however, that on the cassette the beginning and the end of each lesson are clearly identified by the speaker.

French F203

(Grade 10 — One credit)

F203 continues in the same style and with similar materials to those used in F103. A series of records is integrated with Books 3 and 4 of *Passeport français*.

This program will therefore enable students who have completed F103 to continue their language studies following a familiar method.

Students who have completed a Grade 9 course equivalent to F103 that did not employ *Passeport français* will be able to review this style of learning French in the first two lessons of F203.

Upon completion of F203, students will be prepared to go on to F350.

French F350

(replaces French F301)

(Grade 11 — One credit)

In this course students will continue to develop their oral and written skills using the same methods introduced in the earlier books of the *Passeport français* series. Books 5 and 6 will form the language texts for the course and, once again, a full series of records will be provided.

In F350 there is an increased emphasis on the development of reading skills. For this purpose, the student will work with a reading text that is not a part of the *Passeport français* series, but has been specifically selected to review and enhance the language structures and the vocabulary already mastered through that series.

Students who wish to enrol in F350 should have completed F203, or its equivalent.

French F401

(Grade 12 — One credit)

The aim of this program is to further the development of language skills acquired in a Grade 11 French course.

Together with grammar and translation studies, the student will read French texts designed to build vocabulary and to enhance both reading and writing ability. Practice in oral comprehension and spoken French is provided through a series of records supplied with the lessons.

Students who enrol in F401 are expected to have completed either F350 or F301, or the equivalent.

French F521

(Grade 13 — One credit)

This Senior level course combines reading (short stories and a modern play) and composition (grammar study and writing practice).

As in earlier courses, oral practice and comprehension studies are conducted by means of records. Students are expected to have completed F401, or its equivalent, before they attempt F521.

On completion of F521, students should be able to read and write everyday French, and also be able to express themselves adequately in most conversational situations.

The texts for the course include:

Gélinas, G. *Hier les enfants dansaient*. Ottawa: Éditions Lémeac, 1968.

Jeanneret, F.C.A.; Hislop, E.E.; and Lake, M.H. *Cours moyen de français*. Part II. Toronto: Clarke, Irwin, 1968.

Maupassant, Guy de. *Contes choisis de Guy de Maupassant*. Toronto: Clarke, Irwin, 1967.

French F552

(replaces F522)

(Grade 13 — One credit)

For students who intend to continue their study of French beyond the secondary school level, this course should prove valuable.

Advanced grammar topics are included in the course, but the major emphasis is on developing a good writing style. The study of texts provides guidance in the appreciation and critical study of French literature. Records are provided for practice with the spoken language.

Students may take F521 and F552 concurrently but are expected to have completed F401, or its equivalent, before enrolling in F552.

The texts for the course include:

Carlut, C., and Meiden, W. *French for Oral and Written Review*. Toronto: Holt, Rinehart and Winston, 1976.

Molière. *Le bourgeois gentilhomme*. Toronto: Copp Clark, 1947.

_____ *Tartuffe*. Paris: Éditions Bordas, 1969.

Roy, G. *Rue Deschambault*. Montreal: Librairie Beauchemin, 1974.

French F111x

(Grade 9 — One-half credit)

Many adults who wish to resume French have completed at least two years of formal French study at the secondary school level. Although such students have often forgotten much of the grammar and vocabulary, they are able to recall the essentials through a short review.

F111x enables students to proceed to F401 if they have completed Grade 11 French. It should be noted, however, that F111x covers only the first two years of secondary school French and is therefore not an adequate preparation for F521 and F552.

German GR501

(Grade 13 — One credit)

This course provides a balanced program for the development of language skills.

The major emphasis of the course is on advanced grammar study and on reading and writing modern German. The reading materials focus on social and cultural topics relevant to post-war Germany.

Students enrolling in GR501 are expected to have completed a Grade 12 German course, or its equivalent.

The texts for the course include:

Winkler, G. et al. *A-LM German*. Level Three.

2nd ed. Toronto: Longman Canada Ltd., 1971.

_____. *Student Exercise Book for A-LM German*. Level Three. 2nd ed. Toronto: Longman Canada Ltd., 1971.

Geography

Mature students can request enrolment in any of the Grade 11 or Grade 12 courses — G300, G303, G400, G401, G403, G311x — even if no previous work has been done in Grade 9 or Grade 10 Geography.

Geography G103

(Grade 9 — One credit)

The continents of Europe and Asia — or Eurasia, as they are often called — form a gigantic land mass that is the home of three-quarters of the world's population. In this course, students examine Eurasia's diversity, unity, and world significance. The most important nation under study, the U.S.S.R., stretches across both continents. Populations and topographies of certain European and Asiatic countries are examined separately. The course seeks to foster a sympathetic understanding of problems that may seem remote to most Canadians. The colourful maps and illustrations in the recently revised text, combined with other illustrative material in the lessons, help to make this an interesting and relevant course.

Geography G203

(Grade 10 — One credit)

Whether Canadians have travelled widely or have simply studied maps, photographs, and films of the country, they are aware of the great diversity of Canada's geography. This diversity and the contrast between the vast size of the country and the small, scattered pockets of population have given rise to various problems that offer unlimited topics for student investigation.

The first part of this course is an introduction to the physical landscape of Canada to establish a firm understanding of the origins and appearance of the land. Based on this knowledge, the settlement and economic development of the country can be better appreciated and many current problems can be seen in a clearer perspective.

The course is particularly suited to students who have not been involved in academic studies for a length of time as it enables them to utilize the textual material as well as practical experience as resources for completing assignments. Many

opportunities are provided for students to research topics of their choice and to conduct geographical investigations in their own neighbourhoods.

Geography G300

(Grade 11 — One credit)

The fishing banks of Newfoundland, the farms of Ontario, the mines of the Pre-Cambrian Shield, the oil fields of the West — what is the economic contribution of each of Canada's regions, and how are they dependent on one another? How do geographic factors influence the economic relationship between Canada and the United States? In addition to these issues, regional and local topics such as methods of land use, forestry procedures, the tourist industry, life in the Arctic, and national and human resources are examined in this course. It also includes a study of topographic maps.

Geography G303

(Grade 11 — One credit)

People exist in both natural and engineered environments. Because these environments must function closely, it is important to understand how each functions separately and how the interaction of the two proceeds. This course examines the interaction of land and people, how it comes about, and the effect it has on the land and the people. The emphasis is on physical geography and the development of basic skills such as using the atlas and interpreting topographic and weather maps and charts.

The texts for the course include *The Canadian Oxford School Atlas* (metric edition), and *The Physical Environment* (metric edition) by S. Inch and W. Stone.

Students enrolled in G400 cannot take G303.

Geography G400

(Grade 12 — One credit)

This course on environmental studies focuses on the importance of conserving the natural resources of the world. The soils, vegetation, lakes, rivers, minerals, and industrial resources, as well as precipitation and other climatic factors

of various regions of the world are studied as resources and examined in terms of the continuation of life. The methods whereby people can make wiser use of and renew the resources of the environment are examined closely. Students are required to complete certain assignments using topographic and weather maps.

The texts for the course include *Landscapes of the World* and *The Canadian Oxford School Atlas*.

Students enrolled in G303 cannot take G400.

Geography G401

(Grade 12 — One credit)

Students taking this course will require a fundamental knowledge of physical and human geography. Selected areas in the United States, Europe, and Asia and related topographic maps and aerial photographs are examined. Problems such as political boundaries, overpopulation, and the relationship between the metropolis and its rural surroundings are studied within the context of the selected areas.

The texts for the course include *The Canadian Oxford School Atlas* and *Selected Studies in Regional Geography*.

Urban Studies G403

(Grade 12 — One credit)

The causes and consequences of modern Canadian urban development and the nature of cities and towns in Ontario and Canada are the themes of this course. Urbanization, urban problems in large Canadian cities, pioneer settlements, small towns in Ontario, and an in-depth study of Toronto are among the topics covered. The student is given the opportunity to do optional research on the Mid-Canada Development Corridor, or a study of the local community.

The texts for the course include *Urban Prospects: Patterns of Settlement in Southern Ontario and Toronto: An Urban Study*.

Geography G503

(Grade 13 — One credit)

In less than a generation, Canada has been transformed from a country of farmers, miners, fishermen, and woodsmen to one where urbanization and industrialization are key factors in the nation's economy and future prosperity. It is a diverse nation with many different regions, each with its own characteristics and problems.

This course aims to give the student a deeper understanding of Canada and its existence as a collection of regions that together make up a highly distinctive country. Students who wish to enrol in this course must have a good grounding in physical and human geography, such as that provided in G311x.

Resources for study include a recent text, a book of readings, numerous up-to-date references, air photographs, and topographic maps.

The texts for the course include:

Irving, R. M. *Readings in Canadian Geography*, rev. ed. Toronto: Holt, Rinehart and Winston, 1972.

Putnam, D.F., and Putnam, R.G. *Canada: A Regional Analysis*. Toronto: J. M. Dent and Sons, 1970.

Geography G311x

Fundamentals of Physical Geography

(Grade 11 — One-half credit)

The exploration of the moon's surface may make headlines, but how much do most of us know about the earth on which we live? This course in physical geography includes such topics as earth structure, rock structure, continental drift, land forms created by running water and wind, elements of climate, climatic classification, natural vegetation, and soils. Special attention is given to the reading and interpretation of topographic maps, aerial photographs, and weather maps.

The course is designed to provide geographic skills and knowledge necessary for more advanced geography courses, including G503.

History and Social Sciences

Mature students can request enrolment in any of the Grades 11, 12, or 13 courses — H301, H401, H503, WP300, MS400, EN402, EN550 — even if they have not completed Grade 9 or Grade 10 History.

History H103

(Grade 9 — One credit)

People from many different regions of the world have made Canada their home. Why did they come? What contributions have they made to Canada's growth and development? What are the roots of Canada's multicultural heritage?

The course tries to answer these and other questions. It emphasizes the origins and contributions of Canada's three founding nations — the Native People, the French, and the British — and several minority groups. Other topics studied include: Canada's immigration policies, past and present; biculturalism and multiculturalism; and the nature of Canada's mixed population.

History H203

(Grade 10 — One credit)

What are some of the major contemporary Canadian issues? How and why did these issues develop? How have they affected Canada? What influence will they have on Canada's future?

These are a few of the basic questions examined in this course. Each issue is studied in both its contemporary and historical context.

The intent of the course is to give students an opportunity to learn about the rights and responsibilities of a Canadian citizen and to gain an understanding of present-day Canada and its relation to the world.

The course is organized under four topics: Government and Law; French-English Relations; Canadian-American Relations; and Canada in the World Community. Ten basic skills of historical analysis are taught and practised in the first ten lessons — one per lesson at a very simple level. In the next ten lessons, the same ten skills are repeated — one per lesson, but at a more complex level. The result is a course that com-

bines the acquisition of knowledge about contemporary Canada and the development of basic thinking skills.

History H301

(Grade 11 — One credit)

Modern civilization owes much to the ancient and medieval worlds. The themes covered in this study focus on the contributions of past civilizations to present ones, and in particular to Western civilization. The first ten lessons examine the history of ancient Greece and Rome. The next ten lessons focus on some of the mainstreams of medieval history, including topics such as feudalism, the influence of Roman Catholicism, the rise of business, the Renaissance, the growth of Protestantism, and the beginnings of the modern nation state.

Pamphlets, documents, and illustrations supplement the text, *The Enduring Past*.

World Politics WP300

(Grade 11 — One credit)

Government at all levels is playing an increasingly important part in the lives of the people. Do we, as citizens, have the necessary understanding to participate in the political process?

This course discusses the organization of government; aspects of different systems of government, such as fascist, communist, and democratic; the role of the individual in government; the Third World; the origins and impact of war; the meaning and growth of nationalism and internationalism, and their implications for the future. Readings and illustrations are included in the lessons.

The resource text for the course is *Inside World Politics*.

Economics EN402

(Grade 12 — One credit)

A basic understanding of economics is necessary for everybody. In this course, the students learn the meaning, development, and importance of economics. It is designed to help students increase their knowledge of what is happening in the Canadian economy and to appreciate the interplay of economic forces throughout the world.

Various forms of economic organization — traditional, socialist, fascist, communist, and capitalist — are examined. Particular emphasis is given to influences on and the operation of Canada's economy. The economic problems of developing countries are also considered.

Man in Society MS400

(Grade 12 — One credit)

The objectives of this course are: to lead students to an understanding of some of the institutions and forces in contemporary life; to enable students to make an assessment of their relationship to the society in which they live; and to foster some understanding of other societies. The characteristics of humans — their aggressiveness, their prejudices, their cultures, their roles, and their "races" — are examined initially. The remaining lessons examine various problems of society, various institutions of Canadian society, and the impact of technology turning our planet into a global village.

The text for the course is *A Social View of Man*.

History H401

(Grade 12 — One credit)

Personalities, ideas, events, institutions — these are the ingredients of history. In this survey of world history from the seventeenth century to the present, the student becomes better acquainted with personalities such as Napoleon, Voltaire, Bismarck, Churchill, and Mao Tse-Tung; examines ideas such as socialism, Marxism, fascism, and democracy; traces events such as the French and Russian revolutions; and studies situations such as the United Nations. Asian issues and the problems of the Third World are also discussed.

Pamphlets and documentary readings supplement the text for the course, *Modern Perspectives*.

Economics EN550

(replaces EN501)

(Grade 13 — One credit)

Economic issues are of everyday concern for politicians and businessmen as well as for ordinary citizens. This course offers tools and practical methods for understanding and coping with current economic questions. Emphasis is given to problems and issues that underlie economic policy and affect economic growth, stability, and security. Pure economic theory is avoided as much as possible in order to focus on current realities — to see economics as one aspect of our present social structure, and to realize the interrelation of economic problems, social issues, and political decisions. Students are encouraged to defend reasoned positions on controversial public policy issues.

Although there are no specific prerequisites, students should have completed Grade 12 courses in Economics, History, or English, or have some equivalent educational background to provide them with the reading and writing skills necessary for the successful completion of EN550.

The basic text for the course is:

Macdonald, H.H.; Silk, L.S.; and Saunders, P. *The World of Economics*. Toronto: McGraw-Hill Ryerson, 1971.

The text is supplemented by a variety of statistics and resource readings in the lesson material.

History H503

(Grade 13 — One credit)

How well do you know and understand the history of Canada? This course provides the student with an opportunity to read about and interpret the contributions of interesting personalities, and to examine major events that have made Canada what it is today.

The historical method is used to examine a variety of Canadian themes: Native Peoples; the origin of French-Canadian nationalism; the pressures of Confederation; the agony of conscription; life during the Depression; the development of Canadian autonomy; the need and threat of foreign investment; and Canada's approach to and involvement in foreign affairs since 1945.

Students will have the opportunity to use the skills they develop in the course to design a self-directed research project.

The basic text for the course is:

Herstein H.H.; Hughes, L.J.; and Kirbyson, R.C. *Challenge and Survival*. Toronto: Prentice-Hall, 1970.

This text is supplemented by a variety of resources that are provided with the lesson material.

Latin

Latin L211

(Grade 10 — One credit)

This is a first course in Latin using a modern approach. Besides teaching the language, it aims to stimulate interest in ancient Mediterranean culture and in the world of words. It examines the role of Latin in English, French, and other languages.

The first nineteen chapters of the text, *Latin for Canadian Schools: A New Approach*, are used to present the basic forms and give practice in their use.

Students who wish to hear Latin read aloud and practise pronunciation may request a recording which has been prepared for these correspondence courses in Latin.

Latin L311

(Grade 11 — One credit)

In this second course in new-approach Latin, emphasis is given to developing an ability to translate from Latin into English and to write simple passages in Latin. Students should have completed L211, or its equivalent, before attempting this course.

After a brief review to recall basic language structures studied in the previous course, L311 proceeds to cover chapters 20 to 38 of *Latin for Canadian Schools: A New Approach*. From reading selections in the original Latin and from textual and lesson material students will learn more about the Roman way of life.

A study supplement is included with the first lessons. It is especially useful for those who need review or have studied previously from courses such as the Cambridge Series and Lingua Latina that use a different approach to Latin.

Students who wish to hear Latin read aloud and practise pronunciation may request a recording which has been prepared for these correspondence courses in Latin.

Latin L411

(Grade 12 — One credit)

L411 is suitable for students who have studied L311, or its equivalent. The emphasis is on reading Latin literature for comprehension and for a better understanding of the everyday life and social customs of the ancient Romans. As in the other Latin courses, language skill is considered to include the ability to write with some degree of ease in the language. Students will be given opportunities to practise this skill.

Chapters 39 to 56 of *Latin for Canadian Schools: A New Approach* are covered. Short reading selections introduce the works of the masters of Latin prose.

A supplement provided for use with the lessons will be valuable for students who enter the course without having taken Latin L311.

Latin L551

(new course)

(Grade 13 — One credit)

Latin L411, or its equivalent, is the prerequisite for this course, which aims to make students more knowledgeable about Classical literature and appreciative of our heritage from the past.

The course is based on chapters 57 to 76 of *Latin for Canadian Schools: A New Approach* (provided on loan to the student). This book supplies the prose readings and the word forms and language structure. Readings in Latin poetry form an important part of the course. A study supplement is included to help those who need review or have studied previously from courses using a different approach to Latin.

The text for the course is:

Taylor, P. *Selected Latin Readings*. Toronto: J.M. Dent, 1966.

Mathematics

The mathematics courses are divided into three categories:

Series A — Advanced Mathematics

Series B — General Mathematics

Series C — Mathematics for Business

A general description of the series is given at the beginning of each series. The student should select the appropriate series, then determine the most suitable course from that series by reading the course descriptions.

Series A — Advanced Mathematics

Series A is designed for students who wish to have one or more of the following:

- preparation for the study of mathematics in Grade 13 and possibly beyond;
- courses that are theoretical rather than practical;
- an insight into the modern approach to mathematics;
- challenging courses designed for students who are strong in mathematics.

The student who has studied traditional mathematics in secondary school and who wishes to take courses in Series A requiring a knowledge of modern mathematics should begin by selecting M111x.

M511 and M522 do not require a knowledge of modern mathematics.

Mathematics M101

(Grade 9 — One credit)

This is the first course in the series leading to Grade 13 studies in mathematics. It would be appropriate for students with only a year or less of high school general mathematics. The course has been designed specifically for adults who may not be familiar with the modern approach to mathematics. Whereas M111x is a short survey course, M101 deals with each new topic in detail, giving ample opportunity to practise new skills.

The topics covered include: the language of sets; properties of natural numbers; integers and rationals; addition, subtraction, multiplication, and division of integers and rationals; introduction to algebra; solution sets and their graphs for first-degree equations and inequations; laws of exponents and the use of standard forms in estimating products and quotients; square root; the arithmetic of polynomials including factoring; and a brief introduction to geometry.

Mathematics M251

(replaces M201)

(Grade 10 — One credit)

This new course represents the most recent concepts in mathematics education at the Grade 10 level. Presented in a highly personal style, it shows that math can be fun, as well as stimulating.

M251 makes use of familiar, everyday happenings to stress its intent. Many examples and practice exercises are used to help the student.

The topics covered include: statistics; radicals; polynomials; graphs and relations; variation; linear systems; transformations; deductive geometry; and three-dimensional geometry.

Mathematics M303

(Grade 11 — One credit)

This is the third in a series of four courses leading to studies in Grade 13 mathematics. Students selecting this course should be prepared to commit themselves to an intensive study of mathematics.

A significant number of new topics are introduced, including vectors, transformations, analytic geometry of the straight line, and functions. The following types of functions are classified and studied: linear, quadratic, circular, and trigonometric.

Mathematics M403

(Grade 12 — One credit)

A student completing this course will be well prepared for any mathematics course at the Grade 13 level. At this stage, the various topics studied previously begin to fit together and the structure of mathematics can be appreciated.

Taking functions as a unifying concept, this course provides a detailed study of quadratic, exponential, logarithmic, circular, and trigonometric functions. The student is given opportunities to apply this knowledge to practical problems. The course concludes with a study of the Euclidean geometry of the circle and an introduction to sequences and series.

Students enrolled in M402 cannot take M403 for additional credit.

Mathematics M511**Mathematics of Investment**

(Grade 13 — One credit)

This course will be of interest to students who wish to learn the fundamentals of financial calculations involved in banking, annuity or bond purchases, home financing, and consumer credit in general.

Although a knowledge of the modern approach to mathematics is not required for this course, students requesting enrolment should have completed four mathematics courses beyond the elementary school level, including an intensive study of algebra.

The topics covered include: annuities; bonds; mortgages; monthly payment plans for houses and automobiles; depreciation; capitalization; borrowing of money; and calculation of interest rates.

No textbook is required.

Mathematics M551**Relations and Functions**

(Grade 13 — One credit)

Previous work on functions and relations is enlarged upon with emphasis on the unifying concept of mapping.

Students should have completed four advanced mathematics courses beyond the elementary school level before enrolling in M551.

The topics covered include: rotation; classification and properties of functions; sequences and series; compound interest; annuities; instalment buying and consumer credit; trigonometry; definition and discussion of conics; and plane transformations and their application to second-degree relations.

No textbook is required.

Mathematics M522**Calculus**

(Grade 13 — One credit)

Calculus is the study of how one variable changes with respect to another.

In this practical course, theory has been kept to a minimum. Students requesting the course should have completed four mathematics courses beyond the elementary school level, including an intensive study of algebra and analytic geometry.

Power, product, quotient, and chain rules are discussed prior to using derivatives to solve practical problems involving motion and maximum and minimum concepts. Integration, or the reverse operation of finding a derivative, is used to calculate areas and volumes. The course concludes with an introduction to polar co-ordinates and complex numbers.

The textbook for the course is:

Del Grande, J.J., and Duff, G.F.D. *Elements of Modern Mathematics: Calculus*. Toronto: Gage Educational Publishing, 1972.

Mathematics M553**Algebra**

(Grade 13 — One credit)

Students planning to study mathematics or related subjects at university may select this as a third credit in mathematics. Some topics relate to further study in the social sciences. Four advanced mathematics courses beyond the elementary school level are recommended.

The topics covered include: set theory; permutations and combinations; binomial theorem; probability; vectors; and matrices.

The textbook for the course is:

Coleman, A.J. et al. *Elements of Modern Mathematics: Algebra*. Toronto: Gage Educational Publishing, 1973.

Mathematics M111x

(Grade 9 — One-half credit)

Many changes have taken place in mathematics programs over the last decade. This self-contained, ten-lesson course provides the student with an opportunity to become acquainted with some of the latest developments. The course could be selected for personal interest or for the purpose of acquiring the necessary background to resume studies in, or transfer to, the Advanced Mathematics series.

The topics covered include: sets and set notation; operations with integers and rationals; number properties; number lines; ordered pairs; graphing linear equalities and inequalities; and an introduction to geometry.

Series B — General Mathematics

Series B is designed for students who wish to have one or more of the following:

- *a mathematical background of a general nature, but not preparation for university mathematics;*
- *preparation for a trade-training or apprenticeship program;*
- *knowledge of practical mathematics;*
- *preparation for post-secondary courses, admission to which does not require a background in modern mathematics;*
- *preparation for the Grade 13 courses, Mathematics of Investment M511 and Calculus M522.*

Mathematics M100

(Grade 9 — One credit)

The student who has completed elementary school arithmetic and who wishes to apply this knowledge to the practical world of science, commerce, or industry should find this course valuable.

Addition, subtraction, multiplication, and division of whole numbers, common fractions, and decimals are reviewed and applied to the measurement of distance, area, and volume, in both imperial and metric units. The course concludes with a study of the arithmetic of signed numbers and an introduction to algebra.

Mathematics M240

(replaces M200)

(Grade 10 — One credit)

Practical application of mathematical concepts continues to be the focus of this course. A sound knowledge of arithmetic is the only requirement. M100, or equivalent, is not a prerequisite.

The topics covered include: techniques of representing and interpreting data; graphing and analysing linear relationships; ratio and proportion; variation; vectors; trigonometry; and the properties of the circle.

Mathematics M302

(Grade 11 — One credit)

Recognizing that many adults wish to resume the study of mathematics at this level, this course begins with a review of topics normally dealt with in earlier courses.

Following a review of basic algebra, addition, subtraction, and the multiplication and division of signed numbers, the course goes on to the solution of equations and inequalities, types and interpretation of graphs, formulas and functions (with emphasis on linear functions and their graphical representations), systems of linear equations, linear inequations and linear programming, review of the number system and extension to the irrationals, the exponential function including laws of exponents, estimation using standard form, graphical representation, development and use of tables for calculation, and an introduction to investment calculations including compound interest, amount, and present value.

Mathematics M402

(Grade 12 — One credit)

Four independent modules are presented, each ending with practical applications of the mathematical concept studied. The four modules include: statistics and probability; trigonometry; algebra; and the mathematics of investment. Students selecting this course should have completed M302, or equivalent.

The topics covered include: collection of data; standard deviation; misuse of statistics; calculation of odds; sine law; cosine law; resolution of forces; quadratic functions; quadratic equations; arithmetic and geometric sequences; amount and present value of an annuity; and amortization tables.

Students who have completed M403, or the equivalent, will not be granted an additional credit upon completing this course.

Mathematics M511**Mathematics of Investment**

See description on page 42.

Mathematics M522**Calculus**

See description on page 43.

Series C — Mathematics for Business

Series C is designed for students who wish to have one or more of the following:

- *a better understanding of arithmetic;*
- *more skill in computations;*
- *knowledge of how mathematics is used in our daily lives, particularly in business transactions;*
- *an upgrading in commercial mathematics;*
- *standing in mathematics up to and including Grade 12, but not beyond;*
- *courses adapted to students who find mathematics difficult;*
- *courses that do not include algebra or geometry.*

Note: Students wishing to prepare for post-secondary accountancy training should choose courses from Series A or Series B.

Mathematics M160**Basic Arithmetic**

(Grade 9 — One credit)

Here is an opportunity for adult students to "go back to the beginning" in arithmetic. Careful explanations are provided, followed by numerous examples showing the addition, subtraction, multiplication, and division of whole numbers, fractions, and decimals. The percentage form and its uses are studied in detail.

A practice exercise is given for each topic, and full solutions are provided so that students can check their work and correct errors in thinking before beginning the actual assignment.

Mathematics M220x
Consumer Computations

(Grade 10 — One-half credit)

Personal money management is a common concern. This course will assist the student to set up records and organize a budget. The topics covered include: types of income; personal cash records; personal banking; day-to-day spending; and communications by mail, telegram, or cable.

It is not necessary to complete M160 before selecting this course. However, students should have a working knowledge of simple arithmetic.

Mathematics M222x
Consumer Computations

(Grade 10 — One-half credit)

The study of personal money management is extended to include calculating and paying service bills, borrowing money, buying on credit, and making travel arrangements.

It is not necessary to complete M220x before selecting this course. However, students should have a working knowledge of simple arithmetic.

Mathematics M320x
Investment Computations

(Grade 11 — One-half credit)

Here is an opportunity to find out how money earns money. Following a brief review of arithmetic, the lessons explore investment at banks and trust companies, buying and selling stocks and bonds, and the purchase of life insurance and pension plans.

Students who select this course should have completed one mathematics course beyond the elementary school level.

Mathematics M322x
Business Computations

(Grade 11 — One-half credit)

Although this ten-lesson course is entitled Business Computations, it is not intended only for people in the business world. It is a course which is of interest and help to those trying to cope with ordinary day-to-day business transactions. It deals mainly with the trading of goods, from the wholesaler to the retailer and the consumer. Such topics as markup, profit, trade discounts, cash discounts, and reductions in prices are covered.

A good basic knowledge of arithmetic is the only requirement.

Mathematics M420x
Investment Computations

(Grade 12 — One-half credit)

This course focuses on long-term financial undertakings, particularly home ownership. After a brief review of arithmetic, the course examines compound interest, annuities, mortgages, home insurance, municipal taxation, and statements of adjustment.

Completion of at least one mathematics course beyond the elementary school level is recommended.

Mathematics M422x
Business Computations

(Grade 12 — One-half credit)

Taxes are a concern for everybody. This ten-lesson course deals with goods from the time they are manufactured or imported into Canada until they are purchased by the consumer. A major portion of the course is devoted to taxation by all levels of government — excise tax, excise duty, and sales tax, as well as import duties and foreign exchange. Payroll calculation is another topic that will be of interest to many. The course provides useful information for those employed in the business world as well as for individual citizens.

Science

Although some previous work in Science at the secondary school level is a definite advantage for students wishing to undertake Grade 11 or Grade 12 courses, those with no such previous training can request enrolment in some of the following courses: Geology GL302, Physics P303, Chemistry C404, Chemistry C401, and Biology BY402.

For many of the science courses, kits containing laboratory equipment and chemicals are lent to students to enable them to perform experiments. Biological specimens are supplied for observation work. (Kits containing chemicals cannot be supplied to students living outside Canada or to persons living at points in Canada serviced only by air mail.)

General Science

Science SC101

(Grade 9 — One credit)

An introductory course, SC101 offers students a good general background, touching on both biological and physical science.

The first ten lessons deal with biology, progressing from cell structure to invertebrates (animals without backbones) and a final study of the vertebrates (animals with backbones). Such a survey gives the student insight into the relationships between lower life forms and the highly developed ones.

The next ten lessons introduce the student to physical science. The topics covered include: sound, pressure, temperature, and the states of matter (solids, liquids, and gases).

Two science kits are included with the course.

Science SC201

(Grade 10 — One credit)

This course provides a logical extension of SC101, continuing the study of biology and physical science. The topics presented at this level tend to stress the practical and social aspects of science.

Topics in biology include: flowering plants, non-flowering plants, heredity, and ecology.

Topics in physical science include: force, work, energy, power, heat, light, electricity, and chemical energy.

Two science kits are included with the course.

Geology

Geology GL302

(Grade 11 — One credit)

This course introduces the student to the fascinating study of the physical history of the earth and the associated development of life on earth.

The course begins with a consideration of the geologist's work, covering practical aspects of geological study such as: the interpretation of geological maps; the examination of rock, mineral, and fossil specimens; the testing of rock samples in the field; and practice in making observations. It describes how the geologist measures the age of rocks and how certain historical data can be deduced from the study of fossils.

The course also includes: a study of the rocks and minerals of the earth's crust; the internal process that produced, shaped, and gave texture to rocks; and the external processes that attack the earth's crust.

The course concludes with a study of the structure, landscape features, and natural resources of Canada, particularly those of Ontario.

Physics

Physics P303

(Grade 11 — One credit)

The aim of this course is to provide the student with an interesting and relevant study of the fundamental concepts and ideas of physics.

P303 forms a natural link with advanced studies in physics at the secondary school level, although it will also serve the student who wishes to consider physics with no intention of any further study in the field.

This is a comprehensive course built on a modular approach, including the following core topics: waves, light, sound, mechanics, electricity, magnetism, electromagnetism, electronics, and atomic physics.

It is hoped that the student will achieve the following goals: an attitude of scientific curiosity; the application of the scientific method, recognizing its limitations; the interpretation of experimental results in terms of mathematical relationships; problem-solving through organization and application of data; recognition of technological and engineering activities as applications of the principles of physics, and the understanding of these activities in basic terms; an awareness of the historical development of ideas and concepts in physics, and the evolving nature of physical theories.

The student is helped to achieve these goals through the use of many sample problems and practice exercises.

Physics P503

(Grade 13 — One credit)

This Senior level course presents some fundamental concepts of physics, teaching the student how they were obtained experimentally, and how to apply them to new situations. Emphasis is given to the ability to reason rather than to memorize.

The topics covered include: light; wave theory; motion, vectors, and Newton's laws of motion; momentum; work; kinetic and potential energy; electrostatics and electric fields; electrical energy and potential; the electromagnetic spectrum; atomic theory, the photoelectric effect, photons, matter waves, and the energy levels of atoms.

Students enrolling in P503 should have standing in an introductory course in physics, such as P303.

The text for the course is:

Haber-Schaim, U. et al. *PSSC: Physics*. 4th ed. Toronto: D. C. Heath, 1976.

Chemistry

Chemistry C404

(Grade 12 — One credit)

This non-intensive course presents chemistry at a general-interest level, as evidenced by some of the topics covered: air pollution, water pollution, food chemistry, medicines, and drugs.

These and other topics — properties and classification of matter, bonding of atoms, chemical equations, electrolysis, acids and bases — are presented by means of experiments, enabling the student to observe, organize facts, and form valid conclusions. Experimentation forms the basis for a better appreciation of theoretical principles and applications.

C404 does not provide an adequate background for C550.

Chemistry C401

(Grade 12 — One credit)

In this course, emphasis is placed on understanding the nature of elements and compounds and the reactions they undergo. Theories of the structure of atoms and the aggregates of atoms are introduced early so that these ideas can be used in subsequent discussions.

The topics covered include: the states of matter; the language of chemistry; chemical reactions; atomic weights and molecular weights; solutions; formation of ions; and the periodic classification of elements. Wherever possible, a topic is illustrated by an experiment and the result is used to develop theoretical concepts.

C401 prepares the student for C550.

Chemistry C550

(replaces C501)

(Grade 13 — One credit)

C550 expands the basic concepts studied in introductory chemistry courses, such as C401. It stresses understanding rather than the accumulation of facts.

The topics covered include: atomic structure; solutions; chemical bonding; oxidation-reduction; acids and bases; chemical and nuclear energy; molecular structure; equilibrium; and the transition elements.

Students enrolling in this course should possess a knowledge of basic chemistry (atomic structure, gas laws, chemical reactions, the mole concept, nomenclature and equations) and a reasonable facility in mathematics. C401 or its equivalent will provide this background.

The text for the course is:

O'Connor, P.R. et al. *Chemistry Experiments and Principles*. Toronto: D.C. Heath, 1977.

Biology

Biology BY402

(Grade 12 — One credit)

The basic theme of this course is the origin of life, and its characteristics and variations. The student is given the opportunity to learn about the structure and life cycles of organisms, starting with the sub-microscopic viruses. Other organisms studied in a similar manner include bacteria, algae, fungi, flowering plants, protozoans, flatworms, insects, fishes, amphibians, reptiles, and mammals. Further lessons deal with the science of heredity, human genetics, ecology, pesticides, and pollution. Data on population explosion and some problems of space travel are also presented. Students who enrol in this course are required to do dissections of preserved specimens, including insects, a fish, and a mammal (white rat).

With this course as background, students should be able to reflect and comment effectively on many current social issues. Students who are planning careers in nursing, other health service occupations, or careers related to the natural sciences will find BY402 invaluable.

Biology BY501

(Grade 13 — One credit)

The biology program at this advanced level is designed to help students prepare for life-science courses at the university level. The course emphasizes biochemistry, or the chemistry of cell activity, which includes a study of organic molecules and chemical syntheses. It explains the roles of ADP and ATP in the storage and release of energy in cells and of DNA and RNA in the genetic code. For this reason, the completion of an introductory course in chemistry is recommended.

Additional topics include a survey of the structure and function of organs and organ systems in plants and animals, including humans. The student will learn about the principles of classification, Mendelian genetics, and the reproduction and development of organisms, and will become aware of the evidence for evolution and the mechanism by which it is achieved.

The text for the course is:

Galbraith, D., and Wilson, D.G. *Biological Science: Principles and Patterns of Life*, rev. ed. Toronto: Holt, Rinehart and Winston, 1966.

Technical Subjects

Carpentry CY300

Basic Carpentry

(Grade 11 — One credit)

This course is designed for the student who wishes to: (a) acquire a basic knowledge of carpentry and the building trades; and (b) develop fundamental skills useful to the carpenter or the homeowner. These objectives are achieved in CY300 through the teaching of the fundamental principles of general woodworking, the selection, use, and care of tools, and the interpretation of printed information and instructions as they apply to carpentry and building construction.

The course consists of both theory and practical work. Students must provide their own tools in order to complete the practical assignments that form a part of the course. All tools required are relatively inexpensive and most are standard items in any homeowner's tool box.

The topics covered include: lumber; tools and their care; hand-tool operation; fastening techniques; blueprint interpretation; joints and mouldings; building construction; and domestic repairs and maintenance.

A student kit of special scale-sized lumber required for the practical assignments is provided.

Students who have completed an introductory course in carpentry elsewhere cannot obtain an additional credit for CY300.

Drafting D202

Basic Drafting

(Grade 10 — One credit)

This course introduces the student to fundamental drafting procedures and develops the student's skills in the use of basic drafting equipment and special drawing techniques.

Assignments in blueprint reading complement each phase of the twenty-lesson course. Metric drawing is also introduced. The topics covered include: simple and multi-view drawings; the theory of shape description; orthographic projection; shop processes; dimensioning; isometric drawing; and sectioning.

A drafting kit will be lent to students after they have completed several introductory lessons.

No additional credit will be obtained in this course by a student who has completed an introductory course in drafting elsewhere.

Drafting D308x

Introduction to Blueprint Reading

(Grade 11 — One-half credit)

Students with no previous knowledge or training in the reading of engineering drawings will select D308x — a course designed to develop fundamental skills in reading and interpreting technical drawings as they apply to industry. It consists of ten units of instruction, print-reading assignments, and a final supervised test.

The topics covered include: third-angle projections; angular dimensions; scale drawings; tolerances and allowances; steel specifications; and casting designs.

Drafting D318x

Intermediate Blueprint Reading

(Grade 11 — One-half credit)

This course is a continuation of D308x. It consists of ten units of instruction, blueprint reading assignments, and a final supervised test.

The topics covered include: assembly drawings; conventional sectioning methods; metric dimensioning; welding drawings; and geometrical tolerancing problems.

Visual Arts

Students who have had no previous formal education in drawing and painting should begin with A200. Mature students who do not wish to study practical art may choose any of the Art Appreciation and History courses. No formal background is required for the Related Arts courses.

Practical Art

Art A200

Beginning in Art

(Grade 10 — One credit)

Everybody has some artistic potential. It is the purpose of this course to develop the skills of the beginning artist by means of a series of practical projects that introduce the elements and principles of visual art. Drawing and painting techniques, subject matter, and style are some of the artistic questions examined and explored through practical projects. No background in art is required.

A basic art kit is supplied to the student.

Art A401x

Composing Your Art

(Grade 12 — One-half credit)

Art is creative expression. However, creativity requires effort and even the art student with some background in drawing and painting sometimes has difficulty in thinking of something creative and original to convey. The aim of this course is to stimulate originality in content and composition. Ideas are suggested in illustrations, diagrams, and written descriptions.

The student is provided with an art kit and some basic materials.

Art A402x

Style in Art

(Grade 12 — One-half credit)

Through experience, an artist gradually develops personal means of expression in art and a personal style. In this course, the student carries out a series of practical projects that are designed to increase awareness of the significance of style and help the development of a distinctive style.

An art kit and a book of reproductions are lent to the student.

Art A501

The Artist's Study

(Grade 13 — One credit)

Practical projects in drawing and painting and the history of art in Europe and America from 1800 to the present are covered in this advanced course. Optional projects give the student an opportunity to learn more about the two- or three-dimensional arts or crafts. Project assignments are arranged so that students can benefit from the correspondence teachers' assessment of their sketches and rough work, before proceeding to the final composition.

The course is worth one credit towards the Ontario Secondary School Honour Graduation Diploma. Students taking this course should have a basic grounding in art history and practical art. Two previous art courses at the secondary school level, or their equivalent, are a desirable basis for A501.

The text for the course is:

Brieger, Peter et al. *Art and Man*. Book 3. Toronto: Holt, Rinehart and Winston, 1964.

Art Appreciation and History

Art A301

Through Artists' Eyes

(Grade 11 — One credit)

It is said that artists teach us how to see. Yet, we often have difficulty understanding the bizarre creations that they fashion for our viewing. The complex, fascinating world of art is the subject of this comprehensive study. Graphics, drawing and painting, art history, photography, television, and commercial and industrial art are just a few of the topics covered. The course ranges from a discussion of how to look at a painting to a survey of the inventions of architectural technology. Projects are designed to increase the students' sensitivity to the world of art that surrounds them. No art background is required for enrolment in the course.

A portfolio of reproductions is lent to the student.

Art A303x

Art to 1500

(Grade 11 — One-half credit)

Here is the story of cave paintings and pyramids, of Minoan palaces and Greek temples. Roman engineering and Byzantine mosaics are discussed in the course. Medieval manuscript illuminations are studied, and the course ends with a description of the art of the Gothic era. No previous background in art or history is required for enrolment in the course.

The textbook for the course, *Art and Man*, Book 1, is lent to the student.

Art A403x

Great European Art

(Grade 12 — One-half credit)

A continuation of the story of art begun in A303x, this course traces the development of European art from the end of the Gothic era (early fourteenth century), through the Renaissance, Baroque, and Rococo periods to the early eighteenth century.

Against the turbulent background of the change from feudalism to the beginning of the rise of the nation state emerged the great masters, Botticelli and Michelangelo, Dürer and Rembrandt, Rubens, Velasquez, Poussin, and Sir Christopher Wren, to name but a few.

The course provides students with criteria upon which to base their judgement of the art of any period.

A book of reproductions is lent to the student and a bibliography for further research is suggested.

Related Arts

Theatre Arts TA300

Introduction to Drama

(Grade 11 — One credit)

The art of acting and the nature of the theatre are the major themes developed in this introductory course. Basic acting skills, such as the controlled use of voice, mime, and improvisation are described. The history of drama, characterization, mood, and feeling, and such production concerns as stage design, set design, costumes, lighting, and sound effects are examined.

The aim of the course is to develop the student's self-awareness and sensitivity to drama, and to encourage the student to participate in dramatic productions. No previous background is needed for enrolment in the course.

A supplementary text, *The Magic Mask*, by Marguerite Dow, is lent to the student.

Art A302x

Prints Without a Press

(Grade 11 — One-half credit)

Printmaking consists of any of the means artists and artisans use to duplicate an image. Handprinting techniques have been a means of creative expression for centuries.

The printmaking techniques introduced in this course — monoprints, stencils, cardboard cuts, and lino cuts — are simple to learn, but have the potential of yielding sophisticated results in the hands of a creative artist. Some previous background in art would be helpful to the student taking printmaking.

A printmaking kit is supplied to the student.

Film Arts FA402x

Film, the Lens, and You

(Grade 12 — One-half credit)

The purpose of this introductory course is to explore the possibilities of film, the camera, and the darkroom in order to develop the student's potential as a photo artist. Some information about the science of photography is included, and some of the techniques useful in photographing are described to enable the student to recognize a worthwhile subject and to show the student how to proceed with creating the image.

The course is designed for the amateur photographer who is primarily interested in photography as self-expression. Emphasis is given to the practical rather than the theoretical aspects of photography. Students are encouraged by means of assignments and projects to develop their own awareness and skills in photography.

Students are required to supply their own camera and film. There is no text for this course, but a portfolio of prints is lent to each student.

Film Arts FA404x

Cinematography

(Grade 12 — One-half credit)

The subject of this course is the art of making movies. Filmmaking and film appreciation are the two objectives. Emphasis is given to the practical rather than the theoretical aspects of cinematography. Students are encouraged by means of assignments and projects to develop their own skills in filming.

The topics covered include: the principles of photography; composition; animation; film technology; film criticism; history and genre; and making your own films. It is not necessary for students taking this course to have any previous background in photography or filmmaking.

Students must have access to a movie camera in order to take this course.





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Introduction

The Ministry of Education is the principal agency through which the Government of Ontario discharges its constitutional responsibilities for the education of the people of Ontario. The Ministry promotes a wide range of opportunities to enable all individuals, whether they are of school age or older and whether they are at school or out of school, to obtain a worth-while education and to have access to further educational experiences consistent with their personal needs and the needs of society.

Through the Correspondence Education Branch, thousands of Ontario residents benefit from an educational opportunity that is suited to their needs and circumstances. Typical among those who participate are: adults seeking to further their education, complete secondary school, gain admission to a university, college, or training course, or earn a promotion in their employment; individuals wishing to study subjects related to their interests, hobbies, or employment; Senior Division public secondary school students supplementing their school programs; students temporarily absent from the province maintaining continuity in their education; and students unable to attend school because of medical reasons or distance from school.

The free services provided fall into three main categories:

- Counselling can be obtained by writing, telephoning, or visiting the Correspondence Education Branch, 909 Yonge Street, Toronto, Ontario M4W 3G2. There, education counsellors advise applicants and enrolled students regarding course selection, diploma requirements, career planning, and post-secondary educational opportunities.
- Lessons and support materials are provided for both elementary and secondary school correspondence courses.
- Qualified teachers provide evaluation, support, encouragement, and tutorial assistance through reviews of submitted assignments. They also supervise and mark tests at the completion of a course.

Introduction

Le ministère de l'Éducation est le principal organisme par l'intermédiaire duquel le gouvernement de l'Ontario se décharge de ses responsabilités constitutionnelles ayant trait à l'éducation des Ontariens. Le ministère s'efforce de donner à tous les habitants de la province, quel que soit leur âge, qu'ils aillent à l'école ou non, toutes les chances possibles d'acquérir une éducation solide et de poursuivre leurs études selon leurs besoins et ceux de la société.

Des milliers d'Ontariens profitent de la possibilité qui leur est offerte, par l'intermédiaire de la Direction de l'enseignement par correspondance, de poursuivre leurs études d'une façon adaptée à leurs besoins et à leur situation. Quelles sont les personnes qui suivent des cours par correspondance? Des adultes qui désirent parfaire leur éducation, terminer leurs études secondaires, s'inscrire dans une université, un collège ou un cours de formation professionnelle, obtenir une promotion au travail, ou simplement étudier, pour leur satisfaction personnelle, des sujets qui les intéressent particulièrement; des élèves du cycle secondaire supérieur qui fréquentent une école publique et désirent suivre des cours supplémentaires; des élèves temporairement absents de la province qui souhaitent assurer la continuité de leurs études; enfin, des élèves à qui il est impossible de fréquenter l'école, pour des raisons médicales ou parce qu'ils demeurent trop loin de l'école.

Trois catégories de services sont offerts gratuitement :

- des services d'orientation auxquels on peut avoir recours en écrivant, en téléphonant ou en se présentant à la Direction de l'enseignement par correspondance, 909, rue Yonge, Toronto (Ontario) M4W 3G2. Des orienteurs conseillent les personnes qui désirent s'inscrire à des cours par correspondance, ou le sont déjà, relativement au choix des cours, aux conditions d'obtention des diplômes, à la préparation d'une carrière ou à des études postsecondaires;
- la fourniture des leçons et du matériel d'apprentissage, tant pour les cours par correspondance du palier élémentaire que pour ceux du secondaire;
- l'évaluation des travaux, l'appui, l'encouragement et l'aide d'enseignants qualifiés chargés de corriger les devoirs.

Elementary School
Program/Programme
offert au palier
élémentaire

Science Physical Science Geology
Introduction to Chemistry Biology Languages
entry Basic Drafting Introduction to Blue
Arts Beginning in Art Composing Your
n to Drama Prints without a Press Film
sts' Eyes Art to 1500 Great European Art
ia The Geography of Canada Physical Ge
ban Development Cours en français
el Droit Éducation du consommateur Gé
ohie Physique Littérature grammaire et co
nçaise Grammaire et composition anglaise
use Cours au palier élémentaire Business
ss Organization and Management Comput
ons and Business Procedures Pitman Sho
metic Consumer Computations Investments
cs and Probability Trigonometry Calculu
d Functions History and Social Sciences
tory Economics World History Man in So

Children

Elementary school correspondence courses from Grades 1 to 8 are available to Ontario children who are unable to attend school. Lessons, materials, and other supplies are provided; textbooks are lent; and assignments are corrected by qualified associate teachers.

A child living in Ontario who is between six and sixteen years of age, and who is unable to attend school for a period of three months or more is eligible for enrolment. A child who normally resides in Ontario but is temporarily living outside Canada is also eligible. Since enrolment for those living outside Canada cannot be continued indefinitely, eligibility will be reconsidered when parents request that a child's enrolment be continued into another grade. A person normally resident in Ontario but temporarily living outside the province may participate in the correspondence education program for a maximum of three years.

Parents wishing to apply for elementary school enrolment for a child should complete Application Form A and return it to the Correspondence Education Branch, together with the child's last school report and either a medical certificate if the child is not well enough to attend school, or a recommendation for enrolment from the senior educational officer for the area if distance is the reason that the child is unable to attend school. The certificate or recommendation must state the reason for non-attendance and the length of time the child will be absent from school. No certificate or recommendation is required for children going abroad.

A parent applying for the enrolment of a child temporarily residing outside Canada must supply the name and address of a person in Ontario who will assume the responsibility of forwarding books and lessons. All material from this office will be addressed to this person, who should be instructed to rewrap the material, print the pupil's foreign address and the return address on the parcel, prepare a customs declaration form, and pay sufficient postage to carry the material to its foreign destination.

Enfants

Des cours de la 1^{re} à la 8^e année sont offerts en français et en anglais aux enfants qui résident en Ontario et ne peuvent pas fréquenter l'école. On leur fournit les leçons, le matériel d'apprentissage et d'autres fournitures et on leur prête les manuels. Les devoirs sont corrigés par des enseignants qualifiés.

Tout enfant âgé entre six et seize ans, qui réside en Ontario et ne peut pas aller à l'école pendant trois mois ou plus, peut faire une demande d'inscription. Tout enfant qui est domicilié en Ontario mais réside temporairement à l'étranger peut également s'inscrire à des cours par correspondance. Puisque les élèves qui résident en dehors du Canada ne peuvent suivre ces cours indéfiniment, leur admissibilité sera reconSIDérée au moment où les parents voudront renouveler l'inscription de leur enfant à la classe suivante. Les personnes domiciliées en Ontario mais résidant temporairement à l'extérieur de la province peuvent suivre des cours par correspondance pendant trois ans au maximum.

Les parents qui désirent inscrire leur enfant au palier élémentaire sont priés de remplir la formule B et la retourner à la Direction de l'enseignement par correspondance accompagnée du dernier bulletin scolaire de l'enfant et soit d'un certificat médical si l'état de santé de l'enfant ne lui permet pas de fréquenter une école, soit de la recommandation de l'agent principal d'éducation de la région lorsque l'enfant ne peut se rendre à l'école à cause de la distance qui le sépare de l'établissement scolaire. Indiquer sur le certificat ou sur la recommandation, suivant le cas, la raison et la durée éventuelle de l'absence. On ne demande ni certificat médical ni recommandation dans le cas d'un enfant qui part pour l'étranger.

Les parents qui font une demande d'inscription pour leur enfant résidant temporairement à l'étranger doivent donner le nom et l'adresse d'une personne domiciliée en Ontario qui voudra bien se charger de transmettre les leçons et les manuels scolaires à l'élève. Il appartient aux parents d'indiquer à cette personne la façon de rempaqueter le matériel scolaire, d'inscrire sur le

Children in good health should spend as much time on their studies each day as they would normally while attending school. In this way, they will be able to complete the work of an entire grade in a year. If enrolment is to be continued into the next grade, parents may request lessons and supplies in advance to ensure that they will be received by the time they are needed.

Ontario residents enrolled in correspondence courses must submit lesson assignments for appraisal and comment. Pupils living outside Canada are advised to do the same if at all possible, since children gain satisfaction and encouragement from personal contact with a teacher and from receiving recognition for their work. Each student who completes a grade satisfactorily receives a certificate of promotion. Parents should note that lessons sent in for marking must include all the assignments required in every subject.

Adults

Applicants who have not completed elementary school and who wish to prepare for enrolment in secondary school courses should use Form C to apply for English E130 (described on page 30) English E160 (described on page 30), or Mathematics M160 (described on page 50).

paquet l'adresse de l'élève à l'étranger et celle de l'expéditeur, de remplir une déclaration de douane et d'affranchir le paquet selon son poids et sa destination.

Les élèves qui jouissent d'une bonne santé devraient passer, chaque jour, le même temps à leurs études que s'ils fréquentaient l'école. Ils réussiront ainsi à couvrir leur programme en une année. Si les parents ont l'intention de renouveler l'inscription de leur enfant à la classe suivante, ils peuvent demander que les leçons et les fournitures nécessaires leur soient expédiées à l'avance pour éviter toute perte de temps.

Les élèves demeurant en Ontario qui sont inscrits aux cours par correspondance doivent renvoyer leurs devoirs pour les faire corriger. Ceux qui résident à l'étranger sont invités à faire de même dans la mesure du possible, les élèves gagnant à être suivis, encouragés et félicités. L'élève qui termine son année scolaire avec succès reçoit un certificat l'autorisant à passer dans la classe suivante. Le travail à faire corriger doit comprendre tous les devoirs dans chaque matière.

Adultes

Les personnes qui n'ont pas terminé l'école élémentaire, mais qui désirent suivre quelques cours à ce niveau avant de se faire inscrire au palier secondaire, doivent utiliser la formule C pour s'inscrire à un des cours suivants : Français 8^e année, Anglais AN-10 (description page 25), English E130 (description page 30), English E160 (description page 30), Mathématiques de base M-10 (description page 50), Mathematics M160 (description page 50).

Secondary School
Regular Program/
Programme
d'études secondaires

ience Physical Science Geology Introducto
l Chemistry Biology Languages • French
try Basic Drafting Introduction to Blueprint
ing • Beginning in Art Composing Your Art
o Drama Prints without a Press Film the I
' Eyes Art to 1500 Great European Art Ge
The Geography of Canada Physical Geogr
n Development Cours en français • Art B
Droit Éducation du consommateur Géogr
e Physique Littérature grammaire et comp
aise Grammaire et composition anglaise L
e Cours au palier élémentaire Business Ed
Organization and Management Computer
s and Business Procedures Pitman Shorter
etic Consumer Computations Investment
and Probability Trigonometry Calculus A
Functions History and Social Sciences • C
y Economics World History Man in Socie

Admission Requirements and Procedures

Adults

Education by correspondence allows room for independence and individuality in course selection and program planning, flexibility in starting and completion dates, and freedom of time and place of study. These factors make it suitable for thousands of adults seeking further education.

Correspondence courses are available to Ontario residents who are past the compulsory school age and are not enrolled in public secondary school day classes. Applicants must be Canadian citizens or landed immigrants.

Each applicant may be enrolled in one course at the time of initial registration. Enrolment in additional courses may be requested by students whose educational objectives, available time, and progress in correspondence course studies make such enrolment advisable.

Adults who wish to enrol should study the material in this calendar, complete Application Form C, and submit it to the Correspondence Education Branch. Students applying within three months of leaving school must obtain and submit the recommendation of the principal of the school they attended.

Students under sixteen

Correspondence courses are available to Ontario residents of compulsory school age who are not in attendance at school because of extended illness or distance from school. The parent or legal guardian of such a child should request the child's enrolment in secondary school courses by completing Application Form C and submitting it to the Correspondence Education Branch with evidence of the child's legal absence from school.

Correspondence courses are available to children on the request of the Early School Leaving Committee of a school board. Application Form C must be completed and signed by the parent or legal guardian and submitted to the director of the Correspondence Education Branch, together with a copy of the student's school record (including courses in progress when the student left school)

Conditions d'admission et modalités d'inscription

Adultes

L'enseignement par correspondance permet à chacun de choisir ses cours et de planifier son programme d'études, de commencer et de terminer un cours quand il peut, d'étudier où et quand il veut. C'est donc le moyen par excellence pour de nombreux adultes de continuer à s'instruire.

Les cours par correspondance sont offerts à toutes les personnes domiciliées en Ontario qui ont dépassé l'âge de la scolarité obligatoire, ne sont pas inscrites à des cours de jour dans les écoles secondaires publiques et ont la citoyenneté canadienne ou le statut d'immigrant reçu.

Chaque élève s'inscrit initialement à un cours. Il peut néanmoins s'inscrire par la suite à d'autres cours si ses ambitions scolaires, le temps dont il dispose et ses progrès justifient cette décision.

Les adultes qui désirent s'inscrire à un cours sont priés d'étudier le contenu de ce prospectus, de remplir la formule C et de l'envoyer à la Direction de l'enseignement par correspondance. Les personnes qui font une demande dans les trois mois qui suivent leur départ de l'école doivent obtenir la recommandation du directeur de leur école et la joindre à la demande.

Élèves âgés de moins de 16 ans

Les cours par correspondance sont offerts à toutes les personnes domiciliées en Ontario qui ont l'âge de la scolarité obligatoire et ne fréquentent pas une école pour des raisons de santé ou parce qu'ils demeurent loin de l'école. Les parents ou le tuteur d'un enfant de moins de 16 ans doivent, s'ils veulent le faire inscrire à des cours au palier secondaire, remplir la formule C et l'envoyer à la Direction de l'enseignement par correspondance, accompagnée d'un document prouvant que l'enfant est légalement dispensé de fréquenter l'école.

Des enfants peuvent suivre des cours par correspondance, à la demande du Comité des départs scolaires prématurés d'un conseil scolaire. Les parents ou le tuteur doivent remplir et signer la

and a written recommendation for enrolment from the committee signed by the chairperson or secretary. Initially, a student may be enrolled in one course only. When at least one half of the lessons in the first course have been completed, an additional course may be requested. Elementary-level courses are not available to students on early school leaving.

Ontario residents temporarily absent from the province

Children of school age normally resident in Ontario can be enrolled in correspondence courses while temporarily absent from Canada. An adult normally resident in Ontario and temporarily living outside the province is also eligible for enrolment. Such individuals may participate in the correspondence education program for a maximum of three years while absent from the province. An applicant who will be leaving Canada must provide the name and address of an Ontario resident who will assume responsibility for forwarding books, lessons, and marked assignments. The duties of this liaison person are outlined at the time of the student's enrolment.

Before leaving Canada, the applicant should study this calendar, complete Application Form F, and submit it to the Correspondence Education Branch together with a complete secondary school record (including courses in progress when the student left school).

formule C et l'envoyer au directeur de l'enseignement par correspondance, accompagnée d'une copie du dossier scolaire de l'élève (comprisant les cours qu'il suivait au moment où il a quitté l'école) et d'une recommandation écrite du comité, signée par le président ou le secrétaire. L'élève commence par s'inscrire à un seul cours. Lorsqu'il a terminé au moins la moitié des leçons du premier cours, il peut demander à s'inscrire à un second cours. On n'offre pas de cours du palier élémentaire aux élèves qui quittent prématurément l'école.

Personnes domiciliées en Ontario mais temporairement absentes de la province

Les enfants d'âge scolaire qui, normalement, sont domiciliés en Ontario mais se trouvent temporairement absents du Canada, peuvent s'inscrire à des cours par correspondance. Les adultes qui, normalement, sont domiciliés en Ontario mais demeurent temporairement à l'extérieur de la province, peuvent s'y inscrire eux aussi. Ces personnes peuvent suivre des cours par correspondance pendant un maximum de trois ans pendant leur absence de la province. Toute personne s'apprêtant à quitter le Canada et désireuse de s'inscrire à un cours par correspondance doit laisser le nom et l'adresse d'une personne domiciliée en Ontario qui lui transmettra livres, leçons et devoirs corrigés. L'agent de liaison prend connaissance de ses fonctions au moment de l'inscription de l'élève.

Avant de quitter le Canada, toute personne qui désire s'inscrire à des cours doit étudier cette brochure, remplir la formule F et l'envoyer à la Direction de l'enseignement par correspondance accompagnée de son dossier d'études secondaires complet (comprisant les cours qu'elle a commencé à suivre).

Information for Students

Provision of materials, texts, and supplies

Students may begin courses at any time of the year. Once an application has been approved, the student is enrolled and provided with an initial set of materials. (Only students taking Grade 13 courses are required to obtain their own textbooks.) Further lessons and learning materials are supplied automatically as the student progresses through the course. Texts and kits are loaned to students and must be returned to the Correspondence Education Branch on completion or termination of the course concerned.

Submission and evaluation of assignments

A student's success in studies undertaken by correspondence depends on the careful study of lesson materials, the regular completion and submission of assignments, and the constructive use of teachers' comments and suggestions.

Students are assigned a correspondence course associate teacher for each course in which they are enrolled. As soon as the assignments for a lesson have been completed, they should be mailed to the associate teacher, and the student should proceed with the next lesson. While each student's progress is monitored and recorded by the Correspondence Education Branch, the submission, review, and return of assignments will usually involve direct mail contact between a student and the teacher to whom the student is assigned in a course.

The associate teachers are qualified and experienced school teachers located throughout the province. They evaluate the work that students submit and give written assistance and advice.

Course completion

Regular submission of assignments is desirable not only because it has a positive impact on the learning process, but also because it hastens course completion, thus ensuring that the course under study is current and that the associate teacher to whom the student is assigned is available. In cases where it is necessary for correspondence education students to interrupt their studies, however, it is usually possible for them to

Renseignements à l'intention des élèves

Matériel, manuels et fournitures

On peut commencer à suivre un cours à n'importe quel moment de l'année. Dès qu'une demande est approuvée, l'élève est inscrit et on lui prête un jeu initial de matériel. (Seuls les élèves de 13^e année doivent se procurer leurs propres manuels.) On remet automatiquement à l'élève d'autres leçons et matériel à mesure qu'il progresse. Manuels et trousse sont fournis gratuitement à l'élève et doivent être renvoyés à la Direction de l'enseignement par correspondance une fois le cours terminé (ou abandonné).

Soumission et correction des devoirs

Pour que l'enseignement par correspondance lui soit profitable, l'élève doit bien étudier les leçons, faire ses devoirs, les soumettre régulièrement, et tenir compte des remarques et des suggestions de l'enseignant.

Les élèves relèvent d'un enseignant adjoint à la Direction de l'enseignement par correspondance pour chacun des cours auxquels ils sont inscrits. Aussitôt que les devoirs correspondant à une leçon sont terminés, l'élève doit les envoyer à cet enseignant et passer à la leçon suivante. La Direction de l'enseignement par correspondance contrôle et enregistre la progression de chaque élève, mais l'élève doit généralement envoyer directement ses devoirs à l'enseignant qui, à son tour, les lui renvoie corrigés et notés. Les enseignants adjoints à la Direction de l'enseignement par correspondance sont des enseignants qualifiés et expérimentés qui exercent dans la province. Ils évaluent les travaux remis par les élèves et leur offrent aide et conseils par écrit.

Progression

Il est préférable que l'élève remette régulièrement ses devoirs pour pouvoir progresser normalement et terminer plus rapidement le cours, de façon que le sujet étudié demeure actuel et que l'enseignant dont il relève soit disponible. Toutefois, lorsqu'un élève doit interrompre ses études par correspondance, il lui est ordinairement possible de les reprendre plus tard à partir du point où il les avait interrompues.

resume these studies later at the point at which they were interrupted.

Students in the regular program earn credit for a Grade 9 or 10 course by completing lesson assignments. The final mark is based on the assignments. There are no tests for these courses.

Students earn credit for a Grade 11, 12, or 13 course by completing the lesson assignments and writing a final, supervised test. Students who for medical or other justifiable reasons wish consideration for exemption from the final test should write to the registrar of the Correspondence Education Branch giving evidence in support of their request.

The final test is supervised by a correspondence course supervisor in the student's locality. On request, arrangements can be made for writing final tests at the Correspondence Education Branch office. Students living outside Ontario are asked to submit to the Correspondence Education Branch the name of a professional person for approval as supervisor.

Courses may be completed and certificates obtained at any time of the year. The time taken to gain standing in a course will depend mainly on the individual student's speed in completing assignments successfully. Another factor is the time required for each lesson to travel between the student and the associate teacher.

Post-secondary objectives

Students whose objective is to gain admission to an institution of post-secondary education should consult officials of that institution to find out what standing, diploma, or particular subjects are required and the special provisions that exist for the admission of mature students.

Horizons, an annual publication of the Ministry of Education, Colleges and Universities, is a guide to educational opportunities in Ontario beyond the secondary school level. It is available from the Information Resources Branch, Ministry of Education, Colleges and Universities, 9th Floor, Mowat Block, Queen's Park, Toronto, Ontario M7A 1B9.

Les élèves du programme normal obtiennent des crédits de 9^e et 10^e année en faisant les devoirs prescrits. La note finale se base sur les devoirs prescrits. Aucun examen n'est requis à ce niveau.

Les élèves obtiennent des crédits de 11^e, 12^e et 13^e année en faisant les devoirs prescrits et en passant à la fin du cours un examen écrit surveillé. Les élèves qui, pour des raisons médicales ou autres, veulent se faire exempter de l'examen, doivent écrire au secrétaire de la Direction de l'enseignement par correspondance et justifier leur demande.

L'élève passe l'examen final dans sa localité, sous la surveillance d'une personne désignée à cet effet. Les examens finals peuvent être passés sur demande au bureau de la Direction de l'enseignement par correspondance. Les élèves qui résident hors de l'Ontario sont priés de soumettre à l'approbation de la Direction de l'enseignement par correspondance, le nom d'une personne qui exerce une profession libérale et qui pourrait les surveiller lors de l'examen.

On peut terminer un cours et obtenir un certificat à n'importe quel moment de l'année. La durée du cours dépend surtout du temps qu'il faut à l'élève pour réussir à faire ses devoirs. Cela dépend également du temps qu'il faut pour acheminer chaque leçon de l'élève à l'enseignant chargé de corriger les devoirs.

Préparation aux études postsecondaires

Les élèves qui désirent s'inscrire à un établissement d'enseignement postsecondaire doivent se renseigner auprès des responsables de l'établissement sur les notes ou le diplôme exigés, les matières obligatoires et les stipulations spéciales régissant l'admission des adultes.

Tour d'horizon, une publication annuelle du ministère de l'Éducation et des Collèges et Universités, donne une idée des cours offerts en français au niveau postsecondaire en Ontario. On peut en obtenir un exemplaire à la Direction de l'information, ministère de l'Éducation et des Collèges et Universités, 9^e étage, édifice Mowat, Toronto (Ontario) M7A 1B9.

Certificates and Diplomas

Certification

Credits are awarded when the student achieves standing in a correspondence course. Certificates issued by the Correspondence Education Branch have the same validity as those issued by Ontario secondary schools.

A certificate for completion of a correspondence course at the secondary school level states the credit value of the certificate towards the Secondary School Graduation Diploma or the Secondary School Honour Graduation Diploma. When the student has earned through correspondence courses the last credit needed to meet the requirements for either of these certificates, a diploma is issued.

The awarding of diplomas and diploma credits which have been earned through correspondence studies is reported to the Management Information Systems Branch of the Ministry.

Secondary School Graduation Diploma

A student can fulfil the requirements for the Ontario Secondary School Graduation Diploma by accumulating credits through Ministry of Education correspondence courses, at an Ontario public secondary school (day or evening program), at an inspected Ontario private school, or through a combination of these programs.

A student who is at least eighteen years of age and who has withdrawn from school for a period of at least one year may be granted equivalent credits for maturity and length of time out of school, for the successful completion of courses that are not normally identified as secondary school courses, and for the successful completion of each period of an apprenticeship training program. Equivalent credits thus granted are added to the other credits accumulated by the student.

A correspondence education student can obtain information about necessary credits towards a Secondary School Graduation Diploma by writing to the registrar of the Correspondence Education Branch and submitting official records and other relevant information. An assessment of the stu-

Certificats et diplômes

Certificats

L'élève reçoit des crédits pour chaque cours par correspondance qu'il a suivi et réussi. Les certificats que décerne la Direction de l'enseignement par correspondance ont la même valeur que ceux qui sont décernés par les écoles secondaires de l'Ontario.

Le certificat délivré à la fin d'un cours du niveau secondaire indique sa valeur en crédits en vue de l'obtention du diplôme d'études secondaires ou du diplôme d'études secondaires supérieures.

Le diplôme est décerné à l'élève lorsqu'il a obtenu, en suivant les cours par correspondance, le nombre de crédits exigé.

La Direction des systèmes et des dossiers informatiques du ministère est tenue au courant des crédits d'études secondaires et de 13^e année décernés aux élèves qui suivent des cours par correspondance.

Diplôme d'études secondaires

On peut accumuler les crédits exigés pour obtenir le diplôme d'études secondaires en suivant les cours par correspondance du ministère de l'Education, en fréquentant une école secondaire de l'Ontario (cours de jour ou de soir), en suivant des cours dans une école privée inspectée de l'Ontario ou en combinant ces divers moyens.

L'élève âgé d'au moins 18 ans, qui ne fréquente plus l'école depuis un an au minimum, peut obtenir des crédits en raison de sa maturité et du temps qu'il a passé en dehors de l'école; pour avoir terminé avec succès des cours n'étant pas normalement reconnus comme des cours du palier secondaire; pour avoir terminé avec succès chaque période de formation professionnelle. Les crédits obtenus s'ajoutent à ceux que l'élève possède déjà.

Les élèves qui suivent des cours par correspondance peuvent se renseigner sur les crédits nécessaires à l'obtention du diplôme d'études secondaires en écrivant au secrétaire de la Direction de l'enseignement par correspondance et en

dent's standing may be deferred until the student has made progress in correspondence course study.

Secondary School Honour Graduation Diploma

The requirements for the Secondary School Honour Graduation Diploma are met through the accumulation of six Ontario secondary school Grade 13 credits. These credits may be accumulated through Ministry of Education correspondence courses, at Ontario public secondary schools or inspected private schools, or through a combination of these programs. No equivalent credits are granted for this diploma.

Statement of achievement

On the request of a student, the registrar of the Correspondence Education Branch will issue a statement of achievement indicating the courses completed, the final marks, and the credit value of the courses. The student can request a progress report in a course in which a significant part of the required work has been completed and evaluated (at least ten lessons in a twenty-lesson course, and at least five lessons in a ten-lesson course).

lui envoyant les dossiers officiels et les renseignements appropriés. On attend quelquefois pour en faire l'évaluation que l'élève ait progressé dans ses études par correspondance.

Diplôme d'études secondaires supérieures

Pour satisfaire aux conditions d'obtention du diplôme d'études secondaires supérieures, on doit accumuler six crédits de 13^e année du programme d'études de l'Ontario. On peut obtenir ces crédits en suivant des cours par correspondance du ministère de l'Éducation, des cours de 13^e année dans une école secondaire de l'Ontario ou dans une école privée inspectée de l'Ontario, ou encore une combinaison de ces cours. On n'accorde pas d'équivalence de crédits pour ce diplôme.

Relevé de notes

Le secrétaire de la Direction de l'enseignement par correspondance remet à l'élève qui en fait la demande un relevé de ses notes indiquant les cours terminés, les notes finales et le nombre de crédits obtenus pour ces cours. L'élève peut demander un rapport sur ses progrès dans un cours si une assez grande partie des travaux exigés pour ce cours a été remise et corrigée (au moins dix leçons pour un cours de vingt leçons et cinq pour un cours de dix leçons).

Day-School Students
Program/Programme
offert aux élèves des
écoles secondaires
(cours de jour)

General Science Physical Science Geology
Advanced Chemistry Biology Languages
Carpentry Basic Drafting Introduction
Visual Arts Beginning in Art Composition
Introduction to Drama Prints without a Press
High Artists' Eyes Art to 1500 Great European
and Asia The Geography of Canada
Photography Urban Development Cours en français
industriel Droit Éducation du consommateur
Photographie Physique Littérature grammatical
en français Grammaire et composition
en anglais Cours au palier élémentaire B
Business Organization and Management
Communications and Business Procedures Pitman
Arithmetic Consumer Computations I
Statistics and Probability Trigonometry
Relations and Functions History and Social Studies
Medieval History Economics World History Modern

Day-School Students Program

A student in Grade 11, 12, or 13 at a public secondary school may be eligible to take a correspondence course while enrolled at school, provided he or she has been granted a minimum of ten credits prior to the date of application. The educational program of a student in attendance at a secondary school is the responsibility of the principal of that school. On the written recommendation of the principal, the director of the Correspondence Education Branch can admit an eligible secondary school student to one of the following courses, if the student is unable to take the course at school: any course with a code beginning with 3, 4, or 5; English E111, English E211, English E240, Français F-11, Français F-21, French F103 or French F105, French F203, Typewriting I TY102, Typewriting II TY240, Latin L211, Art A200, and Drafting D202. Other Grade 9 and 10 courses are not offered to public secondary day-school students.

Application Form D is available from the school attended by the student. The completed form, together with a copy of the student's complete secondary school record, a list of courses in the student's current program at school, and a written recommendation for enrolment from the principal, must be submitted to the director of the Correspondence Education Branch for approval. The signature of a parent or legal guardian is also required for an applicant under eighteen years of age.

Initially, a day-school student will be enrolled in one course only. A request for an additional course can be made after all of the lesson assignments in the first course have been completed. The completed Form D and the school principal's written recommendation for enrolment are again required. The Correspondence Education Branch will not accept any new applications or requests for additional enrolments during July or August 1980.

Day-school students who enrol in a correspondence course must schedule their work so as to complete all of the lessons in the course within

Programme offert aux élèves des écoles secondaires

Un élève inscrit dans une école secondaire publique en 11^e, 12^e ou 13^e année et qui a déjà obtenu au moins dix crédits avant de faire sa demande peut être admis à suivre un cours par correspondance. Le directeur de l'école est alors chargé des études de l'élève. Le directeur de l'enseignement par correspondance, sur la recommandation écrite du directeur de l'école, peut admettre cet élève à l'un des cours suivants, si l'élève est dans l'impossibilité de suivre ce cours à l'école : n'importe quel cours dont le numéro de code commence par 3, 4 ou 5, ainsi que Anglais AN-10, Anglais AN-20, English E111, English E211, English E240, Français F-11, Français F-21, French F103, French F105, French F203, Dactylographie DA-10, Typewriting I TY102, Typewriting II TY200, Latin L211, Art A-20, Art A200, Dessin industriel D-20 et Drafting D202. Les autres cours de 9^e et 10^e année ne sont pas offerts aux élèves des cours de jour.

L'élève peut se procurer la formule D à l'école qu'il fréquente. Cette formule dûment remplie ainsi que le dossier scolaire de l'élève, une liste de ses cours et une recommandation écrite du directeur d'école doivent être soumis à l'approbation du directeur de l'enseignement par correspondance. Dans le cas d'un élève de moins de 18 ans, la signature des parents ou du tuteur est indispensable.

Un élève qui fréquente l'école le jour commence par s'inscrire à un seul cours. L'élève peut faire une demande d'inscription à un autre cours une fois qu'il a terminé les devoirs prescrits pour son premier cours. L'élève se servira alors de la formule D et devra y joindre à nouveau la recommandation écrite du directeur.

La Direction de l'enseignement par correspondance n'acceptera aucun nouvel élève ni aucune demande d'inscription à un cours pendant les mois de juillet et août 1980.

L'élève qui fréquente l'école le jour et est en outre inscrit à un cours par correspondance doit or-

one year of the date of enrolment. The Correspondence Education branch will terminate the enrolment of a student who has not completed all of the lessons in the course within one year, or at any earlier date on the written instruction of the principal. Standing in the course in which the day-school student is enrolled requires completion of all lesson assignments and the taking of a final, supervised test.

Students can take the final tests on the following dates:

- October 22, 1979
- January 14, 1980
- April 14, 1980
- June 2, 1980

A student is eligible to write a test only if the permission of the school principal has been sought and granted at least one month prior to the test date. The principal must order the test from the Correspondence Education Branch at least one month prior to the test date. Tests will be conducted only on the dates specified above. They will be held in the student's secondary school, between 1:15 and 3:15 p.m., under the supervision of a qualified staff member. A student may write only one test on any one test date.

Although the emphasis in these tests is on material covered in the last half of the course, a principal may grant a student permission to write a final test before all lesson assignments have been completed. However, the Correspondence Education Branch will fill that request only if fewer than four assignments in that course are still to be recorded by this Branch on the date that the test is to be sent to the principal. All course requirements – including completion of all assignments and the final test – must be met before standing is granted.

ganiser son temps de façon à terminer toutes les leçons du cours dans un délai d'un an à partir de la date d'inscription. La Direction de l'enseignement par correspondance se réserve le droit d'annuler l'inscription d'un élève qui ne termine pas toutes les leçons du cours dans l'espace d'un an, ou plus tôt si le directeur d'école l'exige par écrit.

On peut passer l'examen final aux dates suivantes :

- le 22 octobre 1979
- le 14 janvier 1980
- le 14 avril 1980
- le 2 juin 1980

L'élève peut passer l'examen seulement s'il en a reçu la permission du directeur d'école au moins un mois avant le jour de l'examen. Le directeur de l'école est prié de commander l'examen à la Direction de l'enseignement par correspondance au moins un mois avant la date à laquelle il aura lieu. Les examens ne sont pas offerts en d'autre temps qu'aux jours déjà fixés. Ils auront lieu à l'école secondaire fréquentée par l'élève sous la surveillance d'un membre du personnel qualifié, entre 13 h 15 et 15 h 15. On ne peut passer qu'un seul examen à chacune des dates fixées.

Bien que l'examen porte en majeure partie sur le contenu de la deuxième moitié du cours, un directeur d'école peut accorder à un élève la permission d'écrire l'examen final avant d'avoir rendu tous ses devoirs. Toutefois, la Direction de l'enseignement par correspondance ne donnera son autorisation que s'il reste moins de quatre devoirs à rendre pour ce cours le jour où l'examen doit être envoyé au directeur. Avant que l'on ne reconnaisse un cours à un élève, celui-ci doit avoir satisfait à toutes les conditions. Il doit donc entre autres avoir rendu tous ses devoirs et réussi l'examen final.

Course Descriptions/
Description des cours

Politics Science General Science Physical
Physics Chemistry Advanced Chemistry B
Technical Subjects Carpentry Basic Draf
Blueprint Reading Visual Arts Beginning
Artist's Study Introduction to Drama Prin
matography Through Artists' Eyes Art to 1
tinents of Europe and Asia The Geograph
on Human Geography Urban Developme
é Dactylo Dessin industriel Droit Éducati
Mathématiques Photographie Physique Li
Littérature canadienne-française Grammai
naire et composition anglaise Cours au pal
studies Marketing Business Organization a
Typewriting Communications and Busines
Mathematics Basic Arithmetic Consumer
ess Computations Statistics and Probabili
f Investment Relations and Functions Hi
Ancient and Medieval History Economics

Course Codes

Each secondary school correspondence course is identified by a code consisting of one or two letters followed by three numbers. The letter represents the name of the subject. The first numeral represents the secondary school year in which the course is customarily taken. The last two numerals serve to distinguish among different courses offered in the same subject in the same year.

Most courses consist of twenty lessons and have a value of one credit. Courses consisting of ten lessons have a value of one-half credit and are indicated with an "x" at the end of the course code.

The following are examples of course codes:

- E111: one-credit Grade 9 English course
- C401 and C404: different one-credit Grade 12 chemistry courses
- M422x: one-half credit Grade 12 mathematics course

Code des cours

Chaque cours par correspondance du palier secondaire est désigné par un code qui consiste en une ou deux lettres suivies de deux chiffres (cours offert en français) ou de trois chiffres (cours offert en anglais). Les lettres représentent le nom du cours. Le premier chiffre représente l'année du palier secondaire où le cours est habituellement suivi. Les autres chiffres servent à distinguer les différents cours offerts pour la même matière dans la même année.

La plupart des cours comprennent vingt leçons et valent un crédit. Les cours de dix leçons ne valent qu'un demi-crédit (leur numéro de code se termine par un x).

Voici quelques exemples :

- F-11 : cours de français de 9^e année donnant droit à un crédit.
- F-51 et F-52 : cours de français de 13^e année donnant droit chacun à un crédit.
- M-20x : cours de mathématiques de 10^e année donnant droit à un demi-crédit.

List of Courses

Subject	Grade 9	Grade 10	Grade 11	Grade 12	Grade 13
Business Education					
General Business					
Consumer Studies		CS200	MK300	MK400	
Marketing					
Business Organization		BO300			
Computer Fundamentals		CF340			
Law			LW402		
<i>Secretarial</i>					
Typewriting and Business Procedures	TY102	TY240	CB300	CB400	
Shorthand			SH302	SH450	
<i>Accounting</i>					
Accounting			AC305	AC405	AC550
English	E160 E130 E111	E240 E211	E311	E422 E421	E521 E553

Subject	Grade 9	Grade 10	Grade 11	Grade 12	Grade 13
French	F103 F105 F111x	F203	F350	F450	F521 F552
German					GR501
Geography	G103	G203	G300 G303 G311x	G400 G401 G403	G503
History and Social Sciences					
History	H103	H203	H350	H401	H503
World Politics			WP300		
Economics				EN402	EN551
Man in Society				MS440	
Latin		L211	L311	L411	L551
Mathematics					
Series A – Advanced Mathematics	M101 M111x	M251	M303	M403	M551
Series B – General Mathematics	M140	M240	M302	M402	M554
Series C – Mathematics for Business	M160	M220x M222x	M320x M322x	M420x M422x	M522 M553 M554

Science				
General Science	SC150	SC201		
Geology			GL302	
Physics			P303	P503
Biology			BY402	BY550
Chemistry			C404	C550
			C401	
Technical Subjects				
Carpentry			CY300	
Drafting	D202		D308x	
			D318x	
Visual Arts				
Practical Art	A200		A401x	
			A402x	
				A501
Art Appreciation and History				
			A301	
			A303x	
				A403x
Related Arts				
			A302x	
			TA300	
				A442x
				A444x

Liste des cours

Matière	9 ^e année	10 ^e année	11 ^e année	12 ^e année	13 ^e année
Anglais	AN-10	AN-20	AN-30	AN-40	AN-50
Arts plastiques et visuels		A-20		A-40x A-41x P-41x	
Études commerciales	DA-10	EC-20	C-30	C-40 D-40	
Français	F-11	F-21	F-31	F-41	F-51 F-52
Géographie			G-23		
Histoire et sciences sociales				H-50	
Mathématiques	M-10	M-20x M-21x M-22	M-30x M-31x M-32	M-40x M-42	M-50
Sciences			B-30 P-30	B-30	
Sujets techniques			D-20		

Anglais:

Anglais AN-10

(9^e année – un crédit)

Ce cours d'anglais langue seconde s'adresse à l'élève débutant qui veut apprendre à écrire correctement en anglais. On met en pratique les points suivants : l'orthographe, la grammaire, la ponctuation, le vocabulaire et les structures de phrases. L'oral ne figure pas au contenu du cours.

Un dictionnaire et quelques documents d'appui sont prêtés à l'élève.

Anglais AN-20

(10^e année – un crédit)

Ce cours s'adresse surtout à l'élève qui veut parfaire ses connaissances de l'anglais écrit afin d'entreprendre des études plus avancées en anglais. C'est une revue assez complète de la grammaire anglaise tout en fournissant un début d'étude analytique d'extraits de textes.

Anglais AN-30

(11^e année – un crédit)

Ce cours veut exploiter l'utilisation pratique de la langue tout en amorçant l'analyse littéraire pour une meilleure compréhension des passages écrits. L'étude de quelques morceaux choisis de prose et de poésie aidera l'élève à développer le goût de la langue. Le roman *Who Has Seen the Wind* (W.O. Mitchell) et une série de contes intitulée *Klee Wyck* (Emily Carr) sont à l'étude.

Anglais AN-40

(12^e année – un crédit)

Ce cours met l'accent sur l'appréciation d'oeuvres littéraires. Il fournit à l'élève l'occasion de s'exprimer sur différents ouvrages. Le programme offre l'étude de quelques contes et du roman *To Kill a Mockingbird*. La section qui se rapporte au théâtre comprend une brève étude du théâtre au Canada, ainsi qu'un choix soit d'un groupe de pièces contemporaines, soit l'étude de la pièce *Romeo and Juliet*. On amène l'élève à évaluer les organes d'information – la radio, la télévision, les journaux, le cinéma. Il aura l'occasion de rédiger des lettres d'amitié, des lettres d'affaires et d'autres formes de composition.

Anglais AN-50

(13^e année – un crédit)

Ce cours d'anglais vise à donner à l'élève une connaissance linguistique dont on s'attend d'une personne dite bilingue en Ontario. À l'aide de documents surtout de source canadienne et d'un disque, l'élève devra faire preuve d'une bonne compréhension de la langue écrite et parlée. Grâce à l'étude de plusieurs morceaux, on développera le sens critique de l'élève.

Business Education/ Études commerciales:

General Business

A mature student may enrol in any of the following courses. Students should keep in mind, however, that the lessons and assignments become progressively more difficult in succeeding grades.

Cours commerciaux généraux

Un adulte peut s'inscrire à n'importe quel cours qui figure sous Cours commerciaux généraux. Cependant, il doit se rappeler que le degré de difficulté des travaux s'accroît d'année en année.

Consumer Studies CS200

(Grade 10 – One credit)

This course is a good choice for beginners in business education. It will help students to understand how the modern market place operates, to become wiser consumers, and to prepare themselves for more advanced business courses. The language and the exercises are simple and straightforward.

The course is written from the consumer's point of view and deals with topics that are of prime importance in most people's lives, such as money, budgeting, credit, basic buying principles, real estate, and transportation.

Éducation du consommateur EC-20

(10^e année – un crédit)

Ce cours s'avère un choix sage pour les novices en affaires. Il aide l'élève à comprendre les opérations de marché moderne, à devenir un consommateur averti, et à se préparer pour des cours de commerce plus avancés. Le langage et les exercices sont simples et directs.

Le cours est écrit du point de vue du consommateur et traite de sujets d'importance primordiale dans la vie de tous les jours : l'argent, le budget, le crédit, les principes de base concernant les achats, les biens immobiliers, etc.

Marketing MK300

(Grade 11 – One credit)

A student capable of working at a senior level may enrol in this course without any previous background in business education.

Retail merchandising in general, and as it applies to particular types of operations such as department and discount stores, is emphasized in this course. Through a study of types of ownership, selection of location, selection of equipment, and merchandise purchasing and pricing policies, the student should gain insight into the mechanics and complexities of establishing and operating a retail store. An understanding of retailing in turn leads to wiser shopping.

Business Organization and Management B0300

(Grade 11 – One credit)

This course includes a general survey of the way in which businesses are owned, organized, and managed. It is not intended to qualify the student as a business administrator or manager.

Operating functions of a business enterprise, such as production, purchasing, tariffs, finance, and personnel, are studied, with an emphasis on the corporate form of ownership. The effects of government on business are also examined.

Computer Fundamentals CF340

(Grade 11 – One credit)

This introductory course about computers requires no previous knowledge of the subject. It aims to give the student a basic understanding of how a computer works and the way in which it is programmed. The course concentrates on theory, and there are no opportunities to test programs in practice.

The course includes elementary information about punched cards, computer storage, flowcharting, machine language, data-recording media, computer concepts, and an introduction to logic.

Marketing MK400

(Grade 12 – One credit)

MK300 would be a useful background for this course, although it is not essential. MK400 acquaints the student with the basics of marketing, sales promotion, and advertising, and with the effects of marketing on the total economy.

The topics covered include: marketing research – developing questionnaires; the various media used in sales promotion – television, radio, newspapers, magazines, direct mail; preparation of an advertisement; and packaging.

Law LW402

(Grade 12 – One credit)

The subject of this introductory course is Canadian law as it applies to ordinary business and private affairs. It does not prepare students to handle legal affairs, but provides them with basic knowledge of legal rights and obligations, enabling them to recognize situations that require professional legal advice.

The topics covered include: a brief consideration of the origins, classes, and administration of law; and a more detailed study of family law, criminal law, and the laws governing contracts, negotiable instruments, employment, and sales.

Droit D-40(12^e année – un crédit)

Ce cours vise deux principaux objectifs : aider l'élève à acquérir des connaissances juridiques pertinentes et des connaissances pratiques en ce qui concerne les droits et les obligations.

Le cours donne un bref aperçu de l'histoire du droit, de l'organisation juridique, des procédures civiles et pénales. Il offre une étude plus approfondie du droit de la famille, du droit pénal, du droit des obligations, des valeurs négociables, de l'emploi, de l'achat et de la vente de biens.

Secretarial

TY102, TY240, CB300, and CB400 are normally taken in sequence, because typing skills and applications are developed progressively through the series.

SH302 is available to mature students who already possess basic typing skills and at least a Grade 10 (or equivalent) standing in English.

Typewriting I TY102

(Grade 9 – One credit)

The aim of this introductory course is to develop correct techniques for touch-typewriting. The student will learn the keyboard and develop sufficient skill in typing for personal use, building a foundation for further development of the skill.

The topics covered include: set-up and placement of material; composing at the typewriter; simple tabulation; personal letters; and business letters.

Students must have access to a typewriter.

Dactylographie DA-10(9^e année – un crédit)

Ce cours d'introduction a pour but de développer les techniques de doigté en dactylographie, de faire acquérir à l'élève, pour son usage personnel, la dextérité à la dactylographie, et de le préparer à des cours plus approfondis dans ce domaine.

Le cours comprend la mise en position du matériel, la rédaction à la machine à écrire, la disposition de simples tableaux, les lettres personnelles et les lettres d'affaires.

L'élève doit avoir accès à une machine à écrire.

Typewriting II TY240

(replaces Typewriting TY200)

(Grade 10 – One credit)

Students who request enrolment in TY240 must have completed TY102, or the equivalent. They will expand the typing and communication skills acquired earlier and will be given considerable practice typing in modern business situations. Timed writings will be assigned to help build typing proficiency.

The topics covered include: centring, tabulating, duplicating, correspondence, manuscripts, forms typing, and timed writings.

Students must have access to a typewriter.

Communications and Business Procedures I**CB300**

(Grade 11 – One credit)

Students who have completed TY102 and TY240, or the equivalent, may enrol in this course to develop a higher degree of skill in the use of the typewriter and to study the characteristics of a modern business office.

The topics covered include: office mail operations; telephone services; filing procedures; business letters and reports; dictation; transcription; and duplication.

Students must have access to a typewriter.

Communications and Business Procedures II**CB400**

(Grade 12 – One credit)

Students must have completed CB300, or the equivalent, before enrolling in this course. They will learn to apply typing and procedural skills to a variety of secretarial situations.

The topics covered include: the personal characteristics required for a successful business career; filing procedures and systems; letters with special features and inter-office memoranda; banking services; accounting forms; purchasing and sales order routines; making travel arrangements; applying for a position; and typing tech-

niques for centring and display, business reports, minutes, and manuscripts.

Students must have access to a typewriter.

Pitman Shorterhand I SH302

(Grade 11 – One credit)

Shorterhand is a modified and extensively simplified version of the classic Pitman shorthand system. Since stenographic work requires a good background in English and typing, applicants for this course should have at least a Grade 10 (or equivalent) standing in English and should have completed at least an introductory typing course.

The theory of the system is presented, along with a good deal of practical application involving reading, writing, and controlled dictation by means of phonograph records.

Students must have access to a typewriter and a record player capable of playing 33 $\frac{1}{3}$ rpm records.

Pitman Shorterhand II SH450

(New course)

(Grade 12 – One credit)

Shorterhand SH450 is a continuation of Shorterhand SH302. Students who have completed SH302, or its equivalent, will be eligible to enrol in SH450.

This second course stresses the practical application of the dictation and transcription skills learned in Shorterhand SH302. A good deal of controlled dictation practice is done by means of phonograph records.

Students must have access to a typewriter and also to a record player capable of playing 33 $\frac{1}{3}$ rpm records.

Accounting

Mature students may enrol in AC305 and proceed to AC405. AC550 is not in sequence with these courses and does not require the detailed, practical background provided by the first two courses. Some practical accounting exercises are included in this theoretical Grade 13 course.

Accounting I AC305

(Grade 11 – One credit)

The basic principles, concepts, and procedures of accounting and bookkeeping are introduced in this beginner's course.

The topics covered include: the journal; the ledger; the profit and loss statement; the balance sheet; the synoptic journal; special transactions; and the use of flow-charts, with special attention to business systems and procedures.

Comptabilité C-30

(11th année – un crédit)

Ce cours est une introduction aux principes de base de la comptabilité et de la tenue des livres.

On y traite des sujets suivants : le journal général, le grand livre, l'état des résultats, les opérations spéciales, le chiffrier et surtout l'administration des affaires.

Accounting II AC405

(Grade 12 – One credit)

For admission to AC405, a student must have standing in AC305, or the equivalent. This course is valuable for a student entering the business world and encountering jobs that involve accounting and recording.

The course expands the student's knowledge of accounting as applied to journals, bank reconciliations, payroll adjustments, classified statements, voucher systems, partnerships, and corporations.

Comptabilité C-40

(12th année – un crédit)

Ce cours s'adresse surtout à l'élève qui a complété le cours de comptabilité C-30 ou l'équivalent.

Il est indispensable à l'élève qui désire faire carrière dans le monde des affaires où l'on utilise la tenue de livres et de registres.

Ce cours aide l'élève à accroître ses connaissances dans les domaines suivants : le journal général; la conciliation bancaire, l'ajustement des salaires, le relevé classifié, la méthode des pièces justificatives, la société en nom collectif et la compagnie.

Accounting, AC550

(replaces Accounting AC503)

(Grade 13 – One credit)

Students who select AC550 without any background in accounting should be able to provide proof of their ability to work at the Grade 13 level. They will be expected to analyse data, to solve problems, to make decisions, to read and understand professional and financial publications, and to prepare written reports.

The introductory lessons cover basic accounting principles, concepts, and theory. The advanced accounting topics include: methods of processing accounting data; the voucher system; inventory systems; and an introductory treatment of "inflation" and "current value" accounting.

The following text is used for the course:
*Kaluza, H.J., and Leonard, W. G. *Elements of Accounting: A Senior Course*. 2nd ed. Toronto: McGraw-Hill Ryerson, 1979.*

English:

A mature student who has been active in the business world or has read widely should be capable of working successfully in a Grade 11 English course. Even if the student has done no formal work in Grade 9 or Grade 10 English at the secondary school level, enrolment in English E311, or in any of the ten-lesson courses, can be requested.

English E130

(Grade 9 – One credit)

Like playing tennis or driving a car, using language effectively requires skill and practice. This course is especially designed to improve skills in the use and understanding of language. Students with an elementary school background in English as well as students whose native language is not English will find this practical course valuable.

Each lesson emphasizes the use of language in everyday situations where a basic knowledge of English is necessary. Short practical tasks develop the student's ability to use language with ease and to read, think, and write about topics of real interest to him or her. Students gain self-confidence through practice in spelling, grammar, punctuation, and vocabulary building. Selected short stories encourage understanding and enjoyment in reading.

A dictionary and other reading materials are provided.

English E160

(Grade 9 – One credit)

This traditional course has been revised and is intended for students who would like remedial work in the use of language before undertaking the study of English at a higher, secondary school level.

The program offers a review of grammar and practice in spelling and writing. It also includes a study of word meanings and experience in understanding the writings of others.

Various texts, including a short novel and a dictionary, are provided.

English E111

(Grade 9 – One credit)

This is a comprehensive first-year course in secondary school English, providing an in-depth study of language and literature. Its aim is to promote the appreciation of literature and to develop the student's ability in the use of language. A selection of short stories and one action-filled novel form the greater part of the reading for the course. Plays and poems make up the remainder of the literature selections. Practice in writing short assignments as well as a review of the use of language will help students to communicate more clearly.

English E211

(Grade 10 – One credit)

For students who prefer a traditional approach to literature and language, this survey course develops skill in English through writing and the study of good writing.

Writers present their ideas through various literary forms, such as the novel, the short story, the play, and the poem. Examples of these forms, including works by Nevil Shute, John Wyndham, and Kenneth Bagnell, are introduced and explored. In addition, the course is designed to improve the student's knowledge of grammar and word usage.

English E240

(Grade 10 – One credit)

Students who wish to improve their command of practical, day-to-day English will find this course designed to meet their needs. It stresses the fact that language is a social tool.

Experience in the practical use of English for different social occasions is provided through the study of a wide range of writing styles, including social announcements, personal and business correspondence, applications, and diaries. Woven into the course is a review of basic English grammar. Valuable help in the enjoyment of the language is supplied through various Canadian literary works, including poetry, drama, and short stories. Of exceptional interest are two prize-winning Canadian works: *Who Has Seen the Wind* (W. O. Mitchell), a novel, and *Klee Wyck* (Emily Carr), a collection of short stories about the Indians of the West Coast.

English E311

(Grade 11 – One credit)

The emphasis in this varied English program is on the enjoyment of literature. Students are given an opportunity to express their ideas about the material studied.

This wide-ranging and balanced program includes discussions based on various short stories and the popular novel *To Kill a Mockingbird* (Harper Lee). The drama section offers a brief look at the theatre in Canada, and a choice of either a group of short, contemporary plays or a modern approach to *Romeo and Juliet* (William Shakespeare). Students are encouraged to assess the mass media – radio, film, and television. Practice in writing effective social and business letters, and the development of other writing skills, prepare students for the business world or further education.

English E421

(Grade 12 – One credit)

For students who wish to study English at a more advanced level, this interesting course is the answer.

The literary works studied include such well-known titles as *Miss Julie* (August Strindberg), *The Pearl* (John Steinbeck), *Sons and Lovers* (D. H. Lawrence), and a choice of *Macbeth* (William Shakespeare) or *Death of a Salesman* (Arthur Miller). The poetry selections include poems by Canadian authors.

This course encourages students to think critically about literature. A practical lesson accompanied by a long-playing record is used to help students improve their ability to listen and to speak.

English E422

(Grade 12 – One credit)

This general course is an invitation to adventure. It is designed to help students learn more about themselves, and to promote the appreciation and enjoyment of literature and language.

Students are encouraged to express their opinions about various short stories, poems, plays, essays, and novels, and to explore contemporary issues. Emphasis is placed on Canadian literature.

The language-usage section of each lesson is directly related to the students and their everyday encounters with language. How easily are we persuaded by what we read and see? Are we critical enough in our reactions to television, radio, and newspapers? To what extent are we concerned about our own use and appreciation of language? Practice in the completion of forms and the writing of letters of application and reports will help prepare students for the business world.

A practical lesson accompanied by a long-playing record is used to help students improve their ability to listen and to speak.

English E521

(Grade 13 – One credit)

This updated course for students of English at the Senior level is intended to develop two basic skills – appreciative reading and effective writing. It also aims to improve the student's ability to listen and to speak.

The comparative study of various literary forms (short story, essay, poetry, drama, novel) provides students with an opportunity to evaluate literature, to express their opinions, and to improve their writing skills. A new section on Canadian poetry, accompanied by a recording of Canadian poets and writers, adds interest to the course.

Instruction and practice in writing précis and essays prepare students for work at the post-secondary level.

The texts for the course include:

Ford, M. *Techniques of Good Writing*. Toronto: The Book Society of Canada, 1961.

Giraudoux, J. *The Madwoman of Chaillot*. Toronto: McGraw-Hill Ryerson, 1969.

Hemingway, E. *A Farewell to Arms*. New York: Charles Scribner's Sons, 1967.

Shakespeare, William. *Hamlet*. Falcon edition. Toronto: Longman Canada, 1963.

English E553

(replaces English E522)

(Grade 13 – One credit)

What is a Canadian? How is the Canadian sense of identity reflected in the writings of our authors – those who were born here and those who, like Susannah Moodie, came as immigrants?

Margaret Laurence, Al Purdy, Robertson Davies, Gratien Gélinas, Margaret Atwood, Gabrielle Roy, and Mordecai Richler are among the well-known contemporary authors who bring wit and insight to the Canadian experience. Students will also encounter a host of other Canadian writers in this Canadian studies course designed for readers who want to learn more about this country's literary heritage. A recording of some of these poets and writers helps to enliven the course.

To improve the student's ability to write, listen, and speak effectively, an extensive new program has been integrated into the course. As well, a series of interesting exercises in the writing of standard sentences has also been included.

The texts for the course include:

Laurence, Margaret. *The Stone Angel*. Toronto: McClelland and Stewart, 1968.

Mandel, Eli. *Poets of Contemporary Canada*. Toronto: McClelland and Stewart, 1972.

Mickleburgh, Brita. *Canadian Literature*. Toronto: McClelland and Stewart, 1973.

English E302x

Readings in Archaeology

(Grade 11 – One-half credit)

Students with a particular interest in past civilizations and archaeology will enjoy this course. The world of archaeology is explored through selective readings in prose and poetry. Three major civilizations are examined: the Minoan, the Mayan, and the Viking. Novels such as *The King Must Die* (Mary Renault) support the theme of the course. Assignments are designed to develop the student's ability to write creatively and to express ideas clearly, logically, and concisely.

English E306x

Readings in Science Fiction

(Grade 11 – One-half credit)

How do some of the well-known twentieth-century writers see the future? The variety of absorbing short stories and novels selected take an imaginative look at our future on earth and in the vast reaches of space. Included in the program of study are such classics as *Brave New World* (Aldous Huxley) and *2001: A Space Odyssey* (Arthur C. Clarke). Each lesson provides the student with experience in developing critical and creative writing potential.

English E308x

Grammar

(Grade 11 – One-half credit)

This course will be useful for students who are interested in the structure of language and wish to improve their language skills. Exercises in traditional grammar and usage are combined with exercises that encourage awareness of language practices.

English E402x

Readings in Wilderness

(Grade 12 – One-half credit)

Is our wilderness truly a dwindling heritage? If so, why is it being diminished, and by whom? Should we try to save it? How can we save it? Some of the answers that men and women have suggested to these vital questions at various times and places are presented in this course of prose and poetry readings. Assignments encourage students to develop their powers of self-expression. Current material, both books and articles, keeps the course up to date and stimulates students to form and express their ideas.

The text for the course should appeal to all nature lovers. It is:

Littlejohn, Bruce, and Pearce, Jon, eds. *Marked by the Wild*. Toronto: McClelland and Stewart, 1973.

English E408x

Creative Writing

(Grade 12 – One-half credit)

Students who have a strong desire to write or an interest in improving their writing skills will find the models and assignments in this course helpful.

While the course has been structured to meet several kinds of writing needs and to develop certain writing skills, the creative assignment in each lesson gives the student an opportunity for undirected, personal expression. The reading selections are intended to increase appreciation of various writing styles and techniques and to extend reading interests.

Français :

Français F-11

(9^e année – un crédit)

Chacune des vingt leçons de ce cours se développe autour d'un thème. L'accent est mis sur la composition et la grammaire. La partie « littérature » permettra à l'élève de prendre connaissance des grands écrivains français et canadiens-français. Le programme inclut les ouvrages suivants : *Lettres de mon moulin* (Daudet), *Le lion* (Kessel), *Le voyage de M. Perrichon* (Labiche).

Français F-21

(10^e année – un crédit)

Outre l'étude de nombreux morceaux choisis de prose et de poésie d'auteurs français et canadiens-français, le cours inclut les ouvrages suivants : *Maria Chapdelaine* (Hémon), *Contes du lundi* (Daudet), *Il ne faut jurer de rien* (Musset).

Français F-31

(11^e année – un crédit)

En plus de l'étude de nombreux morceaux choisis de prose et de poésie d'auteurs français et canadiens-français, le cours inclut les ouvrages suivants : *L'Avare* (Molière), *Le grand Meaulnes* (Fournier), *Zone* (Dubé).

Français F-41

(12^e année – un crédit)

Chaque leçon du cours comprend deux parties : l'étude de textes et l'étude de la langue et des ses éléments. Outre l'étude de nombreux morceaux choisis de prose et de poésie d'auteurs français et canadiens-français, le programme inclut les ouvrages suivants : *Le Cid* (Corneille), *Cyrano de Bergerac* (Rostand), *Vol de nuit* (Saint-Exupéry).

Français F-51

(13^e année – un crédit)

Le cours comprend l'étude d'ouvrages classiques et modernes tels que des pièces de théâtre : *Andromaque* (Racine), *Topaze* (Pagnol); des romans : *Les saints vont en enfer* (Cesbron), *Rue Deschambault* (Gabrielle Roy); des morceaux choisis de prose et de poésie. La partie « étude de la langue » cerne la syntaxe et quelques notions de phonétique. L'élève acquerra la maîtrise de la langue parlée et écrite comme instrument de communication, avantage appréciable tant du point de vue professionnel que culturel.

Les manuels à l'étude sont les suivants :

Andromaque (Racine), *Les Petits Classiques Bordas*; *Topaze* (Pagnol), livre de poche n^o 294; *Les saints vont en enfer* (Cesbron), livre de poche n^os 2301, 2302; *Rue Deschambault* (Gabrielle Roy), édition ordinaire; *Le Plan*, livre de l'élève (L. Geslin et J.-M. Laurence); *Le bon usage* (Grevisse).

Français F-52

(13^e année – un crédit)

Le programme comprend une étude approfondie du théâtre canadien-français. Le manuel de base est *Le théâtre québécois* (J.-C. Godin et L. Mailhot). Les œuvres suivantes sont à l'étude : *Sonnez les matines* (Félix Leclerc), *Bousille et les justes* (G. Gélinas), *Au retour des oies blanches* (M. Dubé), *Le temps sauvage* (A. Hébert).

Outre l'intérêt que présente pour tous le théâtre canadien-français, ce cours est particulièrement utile à l'élève qui a l'intention de se spécialiser dans le théâtre.

French and German:

A self-corrected test requiring approximately twenty minutes to complete is available on request. It is designed to assist students with some background in French studies to determine whether they should attempt the Grade 9 or the Grade 10 course.

A second test to determine whether Grade 11 or Grade 12 French courses should be selected is also available on request.

French F103

(Grade 9 – One credit)

This course was introduced in September 1977. It employs Books 1 and 2 of the *Passeport français* series, which is currently being used in many Ontario secondary schools. Oral skills (taught by means of records) are balanced and reinforced by a written program, which is presented in a witty, contemporary style.

A special feature of F103 is that it can be attempted both by beginners and by those with a background in French studies. Students who have completed one or several years of elementary school French, for example, should enrol in F103. Adults who have acquired a substantial but basically informal knowledge of the language should also enrol in this course.

Upon completion of F103, students will be prepared to go on to F203. (See the description for French F105.)

French F105

(Grade 9 – One credit)

French F105 is identical in content to French F103. The only difference is that the audio portion of F105 is presented on a cassette rather than on records.

The use of a cassette will usually allow for both portability and privacy. In addition, a cassette can be easily rewound and replayed to review points of difficulty. On the other hand, the fidelity of sound on a record generally tends to be slightly better than that on a cassette (depending on the quality of the equipment used). This slight difference in sound quality can be important in language learning.

Lesson identification is somewhat easier with a record because it is labelled on each side, while the entire program is presented on the two sides of a single cassette. It should be noted, however, that the beginning and the end of each lesson on the cassette are clearly identified by the speaker.

French F203

(Grade 10 – One credit)

F203 continues in the same style and with similar materials to those used in F103 and F105. A series of records is integrated with Books 3 and 4 of the *Passeport français* series. This program will therefore enable students who have completed F103 or F105 to continue their language studies using a familiar method.

Students who have completed a Grade 9 course equivalent to F103 or F105 that did not employ *Passeport français* will be able to familiarize themselves with this style of learning French in the first two lessons of F203.

Students who wish to enrol in F350 should have completed F203, or its equivalent.

French F350

(Grade 11 – One credit)

In this course students will continue to develop their oral and written skills using the same methods introduced in the earlier books of the *Passéport français* series. Books 5 and 6 will form the language texts for the course and, once again, a full series of records will be provided.

In F350 there is an increased emphasis on the development of reading skills. For this purpose, the student will work with a reading text that is not a part of the *Passéport français* series, but that has been specifically selected to review and enhance the language structures and the vocabulary already mastered through that series.

Students who wish to enrol in F350 should have completed F203, or its equivalent.

French F450

(replaces French F401)

(Grade 12 – One credit)

Students of French F450 will find the same balance of oral, writing, and reading skills as in F350; but at this more advanced level they will be able to read, write, and comprehend greater amounts of French. Naturally, this greater quantity, especially of reading material, allows for a wide variety of topics – social, cultural, technical, literary, etc.

The audio component, again on LP records, is both challenging and interesting. For the first time, students will work actively with dictation and comprehension tests. More than in previous courses, the records are designed to complement the reading program, which has been increased.

Students applying for French F450 should have completed F350, or its equivalent. F450 will prepare students for Grade 13 French studies.

French F521

(Grade 13 – One credit)

This Senior-level course combines reading (short stories and a modern play) and composition (grammar study and writing practice).

As in earlier courses, oral practice and comprehension studies are conducted by means of records. Students are expected to have completed F401, F450, or the equivalent, before they attempt F521.

On completion of F521, students should be able to read and write everyday French, and should also be able to express themselves adequately in most conversational situations.

The texts for the course include:

Gélinas, G. *Hier les enfants dansaient*. Ottawa: Editions Leméac, 1968.

Jeanneret, F.C.A.; Hislop, E.E.; and Lake, M.H. *Cours moyen de français*. Part II. Toronto: Clarke, Irwin, 1968.

Maupassant, Guy de. *Contes choisis de Guy de Maupassant*. Toronto: Clarke, Irwin, 1967.

French F552

(Grade 13 – One credit)

For students who intend to continue their study of French beyond the secondary school level, this course should prove valuable.

Advanced grammar topics are included in the course, but the major emphasis is on developing a good writing style. The study of texts provides guidance in the appreciation and critical study of French literature.

Students may take F521 and F552 concurrently, but are expected to have completed F401, F450, or the equivalent, before enrolling in F552.

The texts for the course include:

Carlut, C., and Meiden, W. *French for Oral and Written Review*. Toronto: Holt, Rinehart and Winston, 1976.

Molière, J. *Le bourgeois gentilhomme*. Toronto: Copp Clark, 1947.

Molière, J. *Tartuffe*. Paris: Éditions Bordas, 1969.

Roy, G. *Rue Deschambault*. Montréal: Librairie Beauchemin, 1974.

French F111x

(Grade 9 – One-half credit)

Many adults who wish to resume French have completed at least two years of formal French study at the secondary school level. Although such students have often forgotten much of the grammar and vocabulary, they are able to recall the essentials through a short review.

F111x enables students to proceed to F450 if they have completed Grade 11 French. It should be noted, however, that F111x covers only the first two years of secondary school French and is therefore not an adequate preparation for F521 and F552.

German GR501

(Grade 13 – One credit)

This course provides a balanced program for the development of language skills.

The major emphasis of the course is on advanced grammar study and on reading and writing modern German. The reading materials focus on social and cultural topics relevant to post-war Germany.

Students enrolling in GR 501 are expected to have completed a Grade 12 course, or its equivalent.

The texts for the course include:

Winkler, G., et al. *A-LM German*, Level Three. 2nd ed. Toronto: Longman Canada, 1971.

Winkler, G., et al. *Student Exercise Book for A-LM German*, Level Three. 2nd ed. Toronto: Longman Canada, 1971.

Geography/Géographie:

Mature students can request enrolment in any of the Grade 11 or Grade 12 courses – G300, G303, G400, G401, G403, G311x – even if no previous work has been done in Grade 9 or 10 geography.

Un adulte peut s'inscrire à n'importe quel cours de 11^e ou 12^e année, même s'il n'a suivi aucun cours de géographie de 9^e ou 10^e année.

Geography G103

(Grade 9 – One credit)

The continents of Europe and Asia – or Eurasia, as they are often called – form a gigantic land mass that is the home of three-quarters of the world's population. In this course, students examine Eurasia's diversity, unity, and world significance. The populations and topographies of certain European and Asiatic countries are examined separately. The most important nation under study, the U.S.S.R., stretches across both continents.

The course seeks to foster a sympathetic understanding of problems that may seem remote to most Canadians. The colourful maps and illustrations in the recently revised text, combined with other illustrative material in the lessons, help to make this an interesting and relevant course.

Geography G203

(Grade 10 – One credit)

Whether Canadians have travelled widely or have simply studied maps, photographs, and films of Canada, they are aware of the great diversity of the country's geography. This diversity and the contrast between the vast size of the country and the small, scattered pockets of population have given rise to various problems that offer unlimited topics for student investigation.

The first part of this course is an introduction to the physical landscape of Canada to establish in students a firm understanding of the origins and appearance of the land. Based on this knowledge the settlement and economic development of the country can be better appreciated and many current problems can be seen in a clearer perspective.

The course is particularly suited to students who have not been involved in academic studies for some time as it enables them to utilize both the textual material and their own practical experience as resources for completing assignments. Many opportunities are provided for students to research topics of their choice and to conduct geographical investigations in their own neighbourhoods.

Géographie G-23

(10^e année – un crédit)

La première partie de ce cours est consacrée à la géographie physique du Canada afin que l'élève comprenne les origines et l'aspect physique du terrains (le relief). Suite à ces études, l'élève comprendra davantage les problèmes de colonisation et le développement économique, et pourra analyser plus facilement les problèmes d'actualité.

Ce cours s'adresse surtout à ceux qui n'ont pas fréquenté l'école depuis quelque temps; les expériences personnelles peuvent contribuer à compléter les devoirs. Plusieurs occasions sont données à l'élève de faire de la recherche sur un sujet d'intérêt à proximité de son milieu.

Geography G300

(Grade 11 – One credit)

The fishing banks of Newfoundland, the farms of Ontario, the mines of the Precambrian Shield, the oil fields of the West – what is the economic contribution of each of Canada's regions, and how are they dependent on one another? How do geographic factors influence the economic relationship between Canada and the United States? In addition to these issues, regional and local topics such as methods of land use, forestry procedures, the tourist industry, life in the Arctic, and national and human resources are examined. A study of topographic maps is also included in this course.

Geography G303

(Grade 11 – One credit)

People exist in both natural and engineered environments. Because these kinds of environments must function closely together, it is important to understand how each functions separately and how the interaction of the two proceeds. This course examines the interaction of land and people, how it comes about, and the effect it has on the land and the people. The emphasis is on physical geography and the development of basic skills such as using the atlas and interpreting topographic and weather maps and charts.

The texts for the course include:

The Canadian Oxford School Atlas (metric edition). Toronto: Oxford University Press, 1977. Inch, R.S., and Stone, W.G. *The Physical Environment* (SI metric edition). Toronto: McGraw-Hill Ryerson, 1976.

Students enrolled in G400 cannot take G303.

Geography G400

(Grade 12 – One credit)

This course on environmental studies focuses on the importance of conserving the natural resources of the world. The soils, vegetation, lakes, rivers, minerals, and industrial resources, as well as precipitation and other climatic factors of various regions of the world are studied as resources and examined in terms of the continuation of life. The methods whereby people can make wiser use of, and renew the resources of, the environment are examined closely. Students are required to complete certain assignments using topographic and weather maps. Students enrolled in G303 cannot take G400.

Geography G401

(Grade 12 – One credit)

Students taking this course will require a fundamental knowledge of physical and human geography. Selected areas in the United States, Europe, and Asia and related topographic maps and aerial photographs are examined. Problems such as political boundaries, overpopulation, and the relationship between the metropolis and its rural surroundings are studied within the context of the selected areas.

Urban Studies G403

(Grade 12 – One credit)

The causes and consequences of modern Canadian urban development and the nature of cities and towns in Ontario and Canada are the themes of this course. Urbanization, urban problems in large Canadian cities, pioneer settlements, small towns in Ontario, and an in-depth study of Toronto are among the topics covered. The student is given the option to do research on the Mid-Canada Development Corridor, or a study of the local community.

Geography G503

(Grade 13 – One credit)

Within this century, Canada has been transformed from a country of farmers, miners, fishing people, and bushworkers to one in which urbanization and industrialization are key factors in the nation's economy and future prosperity. Canada is a diverse nation with many different regions, each with its own characteristics and problems.

This course aims to give the student a deeper understanding of Canada and its existence as a collection of regions that together make up a highly distinctive country. Students who wish to enrol in this course must have a good grounding in physical and human geography, such as that provided in G311x.

Resources for study include a recent text, books of readings, numerous up-to-date references, air photographs, and topographic maps.

The text for the course is:

Putnam, D.E., and Putnam, R.G. *Canada: A Regional Analysis*. Rev. ed. Toronto: J.M. Dent and Sons, 1979.

Geography G311x

Fundamentals of Physical Geography

(Grade 11 – One-half credit)

The exploration of the moon's surface may make headlines, but how much do most of us know about the earth on which we live? This course in physical geography includes such topics as earth structure, rock structure, continental drift, land forms created by running water and wind, elements of climate, climatic classification, natural vegetation, and soils. Special attention is given to the reading and interpretation of topographic maps, aerial photographs, and weather maps.

The course is designed to provide the geographic skills and knowledge necessary for more advanced geography courses, including G503.

History and Social Sciences/ Histoire et sciences sociales:

Mature students can request enrolment in any of the Grade 11, 12, or 13 courses – H350, H401, H503, WP300, MS440, EN402, EN551 – even if they have not completed Grade 9 or 10 history.

Un adulte peut s'inscrire à n'importe quel cours de 11^e, 12^e ou 13^e année, même s'il n'a pas suivi un cours d'histoire de 9^e ou 10^e année.

History H103

(Grade 9 – One credit)

People from many different regions of the world have made Canada their home. Why did they come? What contributions have they made to Canada's growth and development? What are the roots of Canada's multicultural heritage?

The course tries to answer these and other questions. It emphasizes the origins and contributions of Canada's three founding peoples – the Native people, the French, and the British – and several minority groups. Other topics studied include: Canada's immigration policies, past and present; biculturalism and multiculturalism; and the nature of Canada's mixed population.

History H203

(Grade 10 – One credit)

What are some of the major contemporary Canadian issues? How and why did these issues develop? How have they affected Canada? What influence will they have on Canada's future? These are a few of the basic questions examined in this course. Each issue is studied in both its contemporary and historical context.

The intent of the course is to give students an opportunity to learn about the rights and responsibilities of a Canadian citizen and to gain an understanding of present-day Canada and its relation to the world.

The course is organized under four topics: government and law; French-English relations; Canadian-American relations; and Canada in the world community. Ten basic skills of historical analysis are taught and practised in the first ten lessons – one per lesson at a very simple level. In the next ten lessons, the same ten skills are repeated – one per lesson, but at a more complex level. The result is a course that combines the acquisition of knowledge about contemporary Canada and the development of basic thinking skills.

History H350

(replaces H301)

(Grade 11 – One credit)

Modern civilization owes much to the ancient and medieval worlds. The themes covered in this course focus on the contributions of past civilizations to the Western world. The first ten lessons examine the prehistoric beginnings of society and the history of ancient Egypt, Greece, and Rome. The next ten lessons concentrate on some of the mainstreams of medieval and early modern history. Included are topics such as feudalism, the influence of Islam and Roman Catholicism, the rise of towns and commerce, the Renaissance, the growth of Protestantism, the Counter Reformation, and the beginnings of the modern nation state.

World Politics WP300

(Grade 11 – One credit)

Government at all levels is playing an increasingly important part in our lives. Do we, as citizens, have the necessary understanding to participate in the political process?

This course discusses the organization of government; aspects of different systems of government, such as fascist, communist, and democratic; the role of the individual in government; the Third World; the origins and impact of war; and the meaning and growth of nationalism and internationalism, and their implications for the future. Readings and illustrations are included in the lessons.

The resource text for the course is:

Rogers, D.P., and Clark, R.J. *Inside World Politics*. Toronto: Macmillan, 1969.

History H401

(Grade 12 – One credit)

Personalities, ideas, events, institutions – these are the ingredients of history. In this survey of world history from the seventeenth century to the present, the student becomes better acquainted with personalities such as Napoleon, Voltaire, Bismarck, Churchill, and Mao Tse-Tung; examines ideas such as socialism, Marxism, fascism, and democracy; traces events such as the French and Russian revolutions; and studies institutions such as the United Nations. Asian issues and the problems of the Third World are also discussed.

Pamphlets and documentary readings supplement the following text:

Trueman, John, et al. *Modern Perspectives*. Toronto: McGraw-Hill Ryerson, 1969.

Economics EN402

(Grade 12 – One credit)

A basic understanding of economics is necessary for everybody. In this course, students learn about the meaning, development, and importance of economics. The course is designed to help students increase their knowledge of what is happening in the Canadian economy and appreciate the interplay of forces throughout the world.

Various forms of economic organization – traditional, socialist, fascist, communist, and capitalist – are examined. Particular emphasis is given to influences on, and the operation of, Canada's economy. The economic problems of developing countries are also considered.

Man in Society MS440

(replaces MS400)

(Grade 12 – One credit)

The objective of this course is to lead students to an understanding of human nature, society and its institutions and possible future prospects for both. The initial lessons examine the characteristics of humans – their aggressiveness, prejudices, cultures, roles, and "races". The remaining lessons consider the nature of society and its institutions, the forces that alienate many individuals and how they might be overcome, and, finally, possibilities for the future.

History H503

(Grade 13 – One credit)

How well do you know and understand the history of Canada? This course provides the student with an opportunity to read about and interpret the contributions to Canada of interesting personalities, and to examine major events that have made Canada what it is today.

The historical method is used to examine a variety of Canadian themes: Native peoples; the origin of French-Canadian nationalism; the pressures to form a Confederation; the agony of conscription; life during the Depression; the development of Canadian autonomy; the need for and threat of foreign investment; and Canada's approach to and involvement in foreign affairs since 1945.

Students will have the opportunity to use the skills they develop in the course to design a self-directed research project.

The basic text for the course is:

Herstein, H.H.; Hughes, L.J.; and Kirbyson, R.C. *Challenge and Survival*. Toronto: Prentice-Hall, 1970.

This text is supplemented by a variety of resources that are provided with the lesson material.

Histoire H-50(13^e année – un crédit)

Ce cours donne à l'élève l'occasion de faire une lecture critique de la vie et l'œuvre de certains personnages intéressants au Canada. Il examine aussi les événements qui ont marqué l'histoire du pays.

L'élève mettra sur pied son propre programme de recherches.

Unité et Diversité (non fourni) servira de manuel de base. De plus, quelques documents seront fournis tout au long du cours.

Economics EN551

(replaces EN550)

(Grade 13 – One credit)

Economic issues are of everyday concern for politicians and businesspeople as well as for ordinary citizens. This course offers tools and practical methods for understanding and coping with current economic questions. Emphasis is given to problems and issues that underlie economic policy and affect economic growth, stability, and security. Pure economic theory is avoided as much as possible in order to focus on current realities – to see economics as one aspect of our present social structure, and to realize the interrelationship of economic problems, social issues, and political decisions. Students are encouraged to defend reasoned positions on controversial public policy issues.

Although there are no specific prerequisites, students should have completed Grade 12 courses in economics, history, or English, or have some equivalent educational background to provide them with the reading and writing skills necessary for the successful completion of EN551.

The basic text for the course is:

Macdonald, H.H.; Silk, L.S.; and Saunders, P. *The World of Economics*, Rev. ed. Toronto: McGraw-Hill Ryerson, 1979.

The text is supplemented by a variety of statistics and resource readings in the lesson material.

Latin:

Latin L211

(Grade 10 – One credit)

This first course in Latin uses a modern approach. Besides teaching the language, it aims to stimulate interest in ancient Mediterranean culture and in the world of words. It examines the role of Latin in English, French, and other languages.

The first nineteen chapters of the text, *Latin for Canadian Schools: A New Approach*, are used to present the basic forms and give practice in their use.

Breslove, D., et al. *Latin for Canadian Schools: A New Approach*. Toronto: Copp Clark, 1967.

Students who wish to hear Latin read aloud and to practise pronunciation may request a recording which has been prepared for these correspondence courses in Latin.

Latin L311

(Grade 11 – One credit)

In this second course in new-approach Latin, emphasis is put on developing the ability to translate from Latin into English and to write simple passages in Latin. Students should have completed L211, or its equivalent, before attempting this course.

After a brief review of the basic language structures studied in the previous course, L311 proceeds to cover chapters 20 to 38 of *Latin for Canadian Schools: A New Approach*. From reading selections in the original Latin and from textual and lesson material, students will learn more about the Roman way of life.

A study supplement is included with the first lessons. It is especially useful for those who need review or have studied previously from courses that use a different approach to Latin, such as the Cambridge Series and *Lingua Latina*.

Students who wish to hear Latin read aloud and to practise pronunciation may request a recording which has been prepared for these correspondence courses in Latin.

Latin L411

(Grade 12 – One credit)

L411 is suitable for students who have studied L311, or its equivalent. The emphasis is on reading Latin literature for comprehension and for a better understanding of the everyday life and social customs of the ancient Romans. As in the other Latin courses, the aim is to develop in students the ability to write with some degree of ease in the language. The course gives students many opportunities to practise this language skill.

Chapters 39 to 56 of *Latin for Canadian Schools: A New Approach* are covered. Short reading selections are used to introduce the works of the masters of Latin prose.

A supplement provided for use with the lessons will be valuable for students who enter the course without having taken Latin L311.

Latin L551

(Grade 13 – One credit)

Latin L411, or its equivalent, is the prerequisite for this course, which aims to make students more knowledgeable about classical literature and appreciative of our heritage from the past.

The course is based on chapters 57 to 76 of *Latin for Canadian Schools: A New Approach* (provided on loan to the student). This book supplies the prose readings for the course and instruction in word forms and language structure. Readings in Latin poetry form an important part of the course. A study supplement is included to help those who need review or have studied previously from courses using a different approach to Latin.

In addition to *Latin for Canadian Schools*, the text for the course is:

Taylor, B.C. *Selected Latin Readings*. Toronto: J.M. Dent, 1966.

Mathematics/Mathématiques:

The mathematics courses are divided into three categories:

Series A – Advanced Mathematics

Series B – General Mathematics

Series C – Mathematics for Business

A general description of the series is given at the beginning of each series. The student should select the appropriate series, then determine the most suitable course from that series by reading the course descriptions.

Les cours de mathématiques sont divisés en trois séries :

Série A – Mathématiques avancées

Série B – Mathématiques générales

Série C – Mathématiques commerciales

Au début de chaque série, une description générale est donnée. L'élève choisit d'abord la série appropriée. Ensuite, il s'inscrit au cours qui semble répondre le mieux à ses besoins.

Series A – Advanced Mathematics

Series A is designed for students who wish to have one or more of the following:

- preparation for the study of mathematics in Grade 13 and possibly beyond;*
- courses that are theoretical rather than practical;*
- an insight into the modern approach to mathematics;*
- challenging courses designed for students who are strong in mathematics.*

The student who has studied traditional mathematics in secondary school and who wishes to take courses in Series A requiring a knowledge of modern mathematics should begin by selecting M111x.

M554 and M522 do not require a knowledge of modern mathematics.

Série A – Mathématiques avancées

La série A est destinée à l'élève qui désire :

- une formation préliminaire aux mathématiques de 13^e année et du niveau postsecondaire;*
- des cours plus théoriques que pratiques;*
- un aperçu des mathématiques modernes; ou*
- des cours avancés.*

Mathematics M101

(Grade 9 – One credit)

This is the first course in the series leading to Grade 13 studies in mathematics. It would be appropriate for students who have only a year or less of secondary school general mathematics. The course has been designed specifically for adults who may not be familiar with the modern approach to mathematics. Whereas M111x is a short survey course, M101 deals with each new topic in detail, giving students ample opportunity to practise new skills.

The topics covered include: the language of sets; properties of natural numbers; integers and rationals; addition, subtraction, multiplication, and division of integers and rationals; introduction to algebra; solution sets and their graphs for first-degree equations and inequations; laws of exponents and the use of standard forms in estimating products and quotients; square root; the arithmetic of polynomials, including factoring; and a brief introduction to geometry.

Mathematics M251

(Grade 10 – One credit)

This course represents the most recent concepts in mathematics education at the Grade 10 level. Presented in a highly personal style, it shows that math can be fun, as well as stimulating.

M251 makes use of familiar, everyday happenings. Many examples and practice exercises are used to help the student.

The topics covered include: statistics; radicals; polynomials; graphs and relations; variation; linear systems; transformations; deductive geometry and three-dimensional geometry.

Mathematics M303

(Grade 11 – One credit)

This is the third in a series of four courses leading to studies in Grade 13 mathematics. Students selecting this course should be prepared to commit themselves to an intensive study of mathematics.

New topics introduced include: vectors, transformations, analytic geometry of the straight line, and functions. The following types of functions are classified and studied: linear, quadratic, circular, and trigonometric.

Mathematics M403

(Grade 12 – One credit)

A student completing this course will be well prepared for any mathematics course at the Grade 13 level. At this stage, the various topics studied previously begin to fit together and the structure of mathematics can be appreciated.

Using functions as a unifying concept, this course provides a detailed study of quadratic, exponential, logarithmic, circular, and trigonometric functions. The student is given opportunities to apply this knowledge to practical problems. The course concludes with a study of the Euclidean geometry of the circle and an introduction to sequences and series.

Students enrolled in M402 cannot take M403 for additional credit.

Mathematics M554

Mathematics of Investment
(replaces M511)

(Grade 13 – One credit)

This new course is based on the following objectives:

- to provide a relevant and practical course that examines the applications of mathematics in the study of the mathematics of investment;
- to develop and study the mathematical skills needed to investigate “investment principles”.

Although a knowledge of modern mathematics is not essential for this course, students requesting

enrolment should have completed four mathematics courses beyond the elementary school level, including an intensive study of algebra.

The topics covered include credit buying; annuities; mortgages; bonds; insurance; stocks.

Mathematics M551

Relations and Functions

(Grade 13 – One credit)

Previous work on functions and relations is enlarged upon, with emphasis on the unifying concept of mapping.

Students should have completed four advanced mathematics courses beyond the elementary school level before enrolling in M551.

The topics covered include: rotation; classification and properties of functions; sequences and series; compound interest; annuities; instalment buying and consumer credit; trigonometry; definition and discussion of conics; and plane transformations and their application to second-degree relations.

No textbook is required.

Fonctions et relations M-50(13^e année – un crédit)

Le programme comprend les sujets suivants : la rotation; les classifications et les propriétés des fonctions; les séquences et séries; l'intérêt composé; les annuités; les achats à tempérément; la trigonométrie; la définition et l'étude des coniques; et les représentations cartésiennes ainsi que leur application aux relations du second degré.

L'élève n'a pas à se procurer un manuel.

Mathematics M522**Calculus**

(Grade 13 – One credit)

Calculus is the study of how one variable changes with respect to another

In this practical course, theory has been kept to a minimum. Students requesting the course should have completed four mathematics courses beyond the elementary school level, including an intensive study of algebra and analytic geometry.

Power, product, quotient, and chain rules are discussed prior to using derivatives to solve practical problems involving motion and maximum and minimum concepts. Integration, or the reverse operation of finding a derivative, is used to calculate areas and volumes. The course concludes with an introduction to polar co-ordinates and complex numbers.

The textbook for the course is:

Del Grande, J.J., and Duff, G.F.D. *Elements of Modern Mathematics: Calculus*. Toronto: Gage Educational Publishing, 1972.

Mathematics M553**Algebra**

(Grade 13 – One credit)

Students planning to study mathematics or related subjects at university may select this course as a third credit in mathematics. Some topics relate to the social sciences. Four advanced mathematics courses beyond the elementary school level are recommended for students selecting M553.

The topics covered include: set theory; permutations and combinations; binomial theorem; probability; vectors; and matrices.

The textbook for the course is:

Coleman, A.J., et al. *Elements of Modern Mathematics: Algebra*. Toronto: Gage Educational Publishing, 1973.

Mathematics M111x

(Grade 9 – One-half credit)

Many changes have taken place in mathematics programs over the last decade. This self-contained, ten-lesson course provides the student with an opportunity to become acquainted with some of the latest developments. The course could be selected for personal interest or for the purpose of acquiring the necessary background to resume studies in, or transfer to, the Advanced Mathematics series.

The topics covered include: sets and set notation; operations with integers and rationals; number properties; number lines; ordered pairs; graphing linear equalities and inequalities; and an introduction to geometry.

Series B – General Mathematics

Series B is designed for students who wish to have one or more of the following:

- a mathematical background of a general nature, but not preparation for university mathematics;
- apprenticeship program;
- knowledge of practical mathematics;
- preparation for post-secondary courses, admission to which does not require a background in modern mathematics;
- preparation for the Grade 13 courses Mathematics of Investment M554 and Calculus M522.

Série B – Mathématiques générales

La série B est destinée à l'élève qui désire :

- une formation générale en mathématiques et non une préparation aux mathématiques du niveau universitaire;
- une préparation à un programme d'apprentissage ou de formation;
- une connaissance des mathématiques pratiques; ou
- une préparation aux cours postsecondaires qui ne requièrent pas une formation en mathématiques modernes.

Mathematics M140

(replaces M100)

(Grade 9 – one credit)

This new course is built upon the following objectives:

- to improve “life-coping” skills by means of a study of mathematics;
- to review and refresh skills needed to understand the basic mathematical concepts;
- to provide a necessary foundation for the further study of mathematics at this level of achievement;
- to illustrate the usefulness of mathematics as well as to foster the student’s appreciation of mathematics and to develop his or her confidence in the study of mathematics.

Topics include: statistics; integers; polynomials; solving equations; ratio and proportion; properties of triangles; circle applications.

Mathematics M240

(Grade 10 – One credit)

The focus of this course is the practical application of mathematical concepts. A sound knowledge of arithmetic is the only requirement. M140, or its equivalent, is not a prerequisite.

The topics covered include: techniques of representing and interpreting data; graphing and analysing linear relationships; ratio and proportion; variation; vectors; trigonometry; and the properties of the circle.

Mathématiques M-22

(10^e année – un crédit)

Une application pratique des concepts mathématiques est le thème de ce cours. Le programme comprend les techniques de représentation et d’interprétation des données, le graphique et l’analyse de relations linéaires, les rapports et les proportions, les variations, les vecteurs, la trigonométrie, et les propriétés d’un cercle.

Mathematics M302

(Grade 11 – One credit)

Because many adults wish to resume the study of mathematics at this level, this course begins with a review of topics normally dealt with in earlier courses.

The topics covered include: a review of basic algebra, addition, subtraction, and the multiplication and division of signed numbers. The course goes on to the solution of equations and inequalities; types and interpretation of graphs; formulas and functions (with emphasis on linear functions and their graphical representations); systems of linear equations, linear inequations, and linear programming; review of the number system and extension to the irrationals; the exponential function standard form; graphical representation, development and use of tables for calculation; and an introduction to investment calculations including compound interest, amount, and present value.

Mathématiques M-32

(11^e année – un crédit)

Le programme comprend l'essentiel de l'arithmétique et de l'algèbre élémentaire, la résolution d'équations et d'inéquations, l'étude des types de graphiques, les formules et fonctions (en mettant l'accent sur les fonctions linéaires et leurs résolutions graphiques) et les systèmes d'équations, d'inéquations et de programmation linéaires. On revoit également le système des nombres irrationnels; les graphiques; les fonctions exponentielles; la représentation graphique, le développement et l'usage des tables de calcul; l'introduction au taux d'investissement en tenant compte de l'intérêt composé, de la valeur acquise et de la valeur actuelle.

Mathematics M402

(Grade 12 – One credit)

Four independent modules are presented, each ending with practical applications of the mathematical concept studied. The four modules include: statistics and probability; trigonometry; algebra; and the mathematics of investment. Students selecting this course should have completed M302, or the equivalent.

The topics covered include: collection of data; standard deviation; misuse of statistics; calculation of odds; sine law; cosine law; resolution of forces; quadratic functions; quadratic equations; arithmetic and geometric sequences; amount and present value of an annuity; and amortization tables.

Students who have completed M403, or the equivalent, will not be granted an additional credit upon completing this course.

Mathématiques M-42

(12^e année – un crédit)

Ce cours comporte quatre fascicules de cinq leçons. Chaque fascicule porte sur un sujet différent qui peut s'étudier indépendamment des trois autres. Ces quatre fascicules sont intitulés comme suit : *La statistique et le calcul des probabilités*, *La trigonométrie*, *L'algèbre*, *La mathématique financière*.

Les sujets à l'étude comprennent : la collecte des données; le danger des interprétations erronées; les mesures de dispersion; la fréquence relative; les lois de sinus et de cosinus; la résultante de deux forces; les fonctions quadratiques; les séries arithmétiques et géométriques; le montant et la valeur actuelle d'une rente; les tableaux des amortissements.

Mathematics M554

Mathematics of Investment

See description on page 46

Mathematics M522

Calculus

See description on page 47.

Series C – Mathematics for Business

Series C is designed for students who wish one or more of the following:

- a better understanding of arithmetic;
- more skill in computations;
- knowledge of how mathematics is used in our daily lives, particularly in business transactions;
- an upgrading in commercial mathematics;
- standing in mathematics up to and including Grade 12, but not beyond;
- courses adapted to students who find mathematics difficult;
- courses that do not include algebra or geometry.

Note: Students wishing to prepare for post-secondary accountancy training should choose courses from Series A or Series B.

Série C – Mathématiques commerciales

La série C est destinée à l'élève qui désire :

- une meilleure compréhension de l'arithmétique;*
- plus de facilité en calcul;*
- une connaissance du rôle que les mathématiques jouent dans la vie de tous les jours;*
- une amélioration en mathématiques commerciales;*
- des crédits en mathématiques de la 9^e à la 12^e année inclusivement;*
- des cours adaptés aux élèves qui éprouvent de la difficulté en mathématiques; ou*
- des cours qui ne comprennent ni l'algèbre ni la géométrie.*

Remarque. Les élèves intéressés à poursuivre leurs études postsecondaires en comptabilité devraient choisir des cours de la série A ou de la série B.

Mathematics M160

Basic Arithmetic

(Grade 9 – One credit)

Here is an opportunity for adult students to "go back to the beginning" in arithmetic. Careful explanations are provided, followed by numerous examples showing the addition, subtraction, multiplication, and division of whole numbers, fractions, and decimals. The percentage form and its uses are studied in detail.

A practice exercise is given for each topic, and full solutions are provided so that students can check their work and correct errors in thinking before beginning the actual assignment.

Mathématiques de base M-10

(9^e année – un crédit)

Ce cours, surtout destiné à l'adulte, donne l'occasion à l'élève de faire une récapitulation de l'arithmétique fondamentale. Des explications détaillées ainsi que plusieurs exemples d'addition, de soustraction, de multiplication et de division de nombres entiers, de fractions et de décimales sont donnés. Le pourcentage et son utilité sont également étudiés en détail.

Mathematics M220x

Consumer Computations

(Grade 10 – One-half credit)

Personal money management is a common concern. This course will assist the student to set up records and organize a budget. The ten topics covered include: types of income; personal cash records; personal banking; day-to-day spending; and communications by mail, telegram, or cable.

It is not necessary to complete M160 before selecting this course. However, students should have a working knowledge of simple arithmetic.

Mathématiques du consommateur M-20x

(10^e année – un demi-crédit)

Le maniement de fonds personnels est l'affaire de tout le monde. Ce cours aidera l'élève à tenir des registres et à dresser un budget. Les sujets traités comprennent : les types de revenus, la tenue de la caisse personnelle, les comptes de banque personnels, les dépenses quotidiennes et les communications par courrier, par télégramme ou par câble.

Mathematics M222x

Consumer Computations

(Grade 10 – One-half credit)

The study of personal money management is extended to include calculating and paying service bills, borrowing money, buying on credit, and making travel arrangements.

It is not necessary to complete M220x before selecting this course. However, students should have a working knowledge of simple arithmetic.

Mathématiques du consommateur M-21x

(10^e année – un demi-crédit)

Ce cours s'étend plus loin que le maniement des fonds personnels étudié en M-20x. Il étudie le calcul et le paiement des frais de services, les emprunts, les achats à crédit, la planification de voyages.

Il n'est pas nécessaire de suivre M-20x ou l'équivalent avant d'entreprendre ce cours. Par contre, l'élève devrait posséder les notions de mathématiques élémentaires.

Mathematics M320x

Investment Computations

(Grade 11 – One-half credit)

Here is an opportunity to find out how money earns money. Following a brief review of arithmetic, the lessons explore investment at banks and trust companies, the buying and selling of stocks and bonds, and the purchase of life insurance and pension plans.

Students who select this course should have completed one mathematics course beyond the elementary school level.

Mathématiques commerciales M-30x(11^e année – un demi-crédit)

Voici la chance de découvrir comment faire fructifier son argent. Après une courte revue mathématique, les leçons abordent les investissements bancaires, les investissements dans les compagnies de fiducie, l'achat et la vente d'actions et d'obligations, et l'acquisition d'assurance-vie et d'un régime d'épargne-retraite

Mathematics M322x

Business Computations

(Grade 11 – One-half credit)

Despite its name, this ten-lesson course is not intended only for people in the business world. It is also of interest and help to those trying to cope with ordinary day-to-day business transactions. It deals mainly with the trading of goods, from the wholesaler to the retailer to the consumer. Such topics as markup, profit, trade discounts, cash discounts, and reductions in prices are covered.

A good basic knowledge of arithmetic is the only requirement.

Mathématiques commerciales M-31x(11^e année – un demi-crédit)

Malgré son titre, ce cours ne s'adresse pas seulement aux personnes du monde des affaires mais aussi à tous ceux qui doivent effectuer quotidiennement des opérations commerciales. Des sujets tels que la majoration du prix des marchandises, les profits, les escomptes, les ventes à rabais et la diminution des prix sont étudiés dans ce cours.

Mathematics M420x

Investment Computations

(Grade 12 – One-half credit)

This course focuses on long-term financial undertakings, particularly home ownership. After a brief review of arithmetic, the course examines compound interest, annuities, mortgages, home insurance, municipal taxation, and statements of adjustment.

Completion of at least one mathematics course beyond the elementary school level is recommended.

Mathematics M422x

Business Computations

(Grade 12 – One-half credit)

This ten-lesson course deals with goods from the time they are manufactured or imported into Canada until they are purchased by the consumer. A major portion of the course is devoted to taxation by all levels of government – excise tax, excise duty, and sales tax, as well as import duties and foreign exchange. Payroll calculation is another topic that will interest many students. The course provides useful information for those employed in the business world as well as for those who have a general interest in the subject.

Science/Sciences:

Although some previous work in science at the secondary school level is a definite advantage for students wishing to undertake Grade 11 or Grade 12 courses, those with no such previous training can request enrolment in the following courses: Geology GL302, Physics P303, Chemistry C404, Chemistry C401, and Biology BY402.

For many of the science courses, kits containing laboratory equipment and chemicals are lent to students to enable them to perform experiments. Biological specimens are supplied for observation work. (Kits containing chemicals cannot be supplied to students living outside Canada or to persons living at points in Canada serviced only by air mail.)

Bien que des études scientifiques antérieures au palier secondaire est un avantage certain pour les élèves intéressés à suivre des cours de 11^e ou 12^e année, ceux qui n'ont aucune expérience dans ce domaine peuvent tout de même s'inscrire à ces cours.

Des trousse d'apprentissage contenant des instruments de laboratoire et des produits chimiques sont fournies à l'élève pour la plupart des cours de sciences afin de faire les expériences nécessaires. Les spécimens biologiques sont aussi fournis pour le travail d'observation. (Les trousse contenant les produits chimiques ne sont pas expédiées hors du Canada, ni aux endroits du Canada desservis uniquement par courrier aérien.)

General Science

Students wishing to obtain two credits in General Science will take SC201 if they have already taken SC101, or SC250 (for release in September 1980) if they choose SC150 from this calendar.

Science SC150

(replaces SC101)
(Grade 9 – One credit)

This introductory course offers students a good background in physical science, touching on the following topics: measurement; the structure of

matter; solutions and mixtures; chemical reactions; work, energy, and power; pressure; heat; environmental chemistry; the energy crisis.

The material is presented in an informative and readable form. The topics are current, and in some cases controversial. The student is given the opportunity to reflect upon a number of social issues, brought about by modern technology.

A science project, placed near the end of the course, enables the student to apply some of his or her acquired knowledge.

Science SC201

(Grade 10 – One credit)

This course provides a logical extension of SC150, continuing the study of biology and physical science. The topics presented at this level tend to stress the practical and social aspects of science.

Topics in biology include: flowering plants, non-flowering plants, heredity, and ecology.

Topics in physical science include: force, work, energy, power, heat, light, electricity, and chemical energy.

Two science kits are included with the course.

Geology

Geology GL302

(Grade 11 – One credit)

This course introduces the student to the fascinating study of the physical history of the earth and the associated development of life on earth.

The course begins with a consideration of the geologist's work, covering practical aspects of geological study such as: the interpretation of geological maps; the examination of rock, mineral, and fossil specimens; the testing of rock samples in the field; and practice in making observations. It describes how the geologist measures the age of rocks and how certain historical data can be deduced from the study of fossils.

The course also includes: a study of the rocks and minerals of the earth's crust; the internal process that produced, shaped, and gave texture to rocks; and the external processes that attack the earth's crust.

The course concludes with a study of the structure, landscape features, and natural resources of Canada, particularly those of Ontario.

Physics / Physique

Physics P303

(Grade 11 – One credit)

The aim of this course is to provide the student with an interesting and relevant study of the fundamental concepts and ideas of physics.

P303 forms a natural link with advanced studies in physics at the secondary school level, although it will also serve the student who has no intention of making any further study in the field.

This is a comprehensive course built on a modular approach, including the following core topics: waves, light, sound, mechanics, electricity, magnetism, electromagnetism, electronics, and atomic physics.

It is hoped that the student will develop an attitude of scientific curiosity; apply the scientific method, recognizing its limitations; interpret experimental results in terms of mathematical relationships; solve problems through the organization and application of data; recognize technological and engineering activities as applications of the principles of physics, and understand these activities in basic terms; and become aware of the historical development of ideas and concepts in physics, and the evolving nature of physical theories. The course includes many sample problems and exercises designed to achieve these goals.

Physique P-30

(11th année – un crédit)

Ce cours, divisé en modules, étudie des sujets principaux tels que les ondes, la lumière, le son, les forces, l'électricité, l'électrostatique, l'élec-

tromagnétique, l'électronique et la physique atomique. Il offre à l'élève l'occasion de résoudre des problèmes technologiques et mécaniques qui illustrent bien les principes de la physique.

Physics P503

(Grade 13 – One credit)

This Senior-level course presents some fundamental concepts of physics, showing students how they were obtained experimentally and how to apply them to new situations. Emphasis is put on the ability to reason rather than to memorize.

The topics covered include: light; wave theory; motion, vectors, and Newton's laws of motion; momentum; work; kinetic and potential energy; electrostatics and electric fields; electrical energy and potential; the electromagnetic spectrum; atomic theory, the photo-electric effect, photons, matter waves, and the energy levels of atoms.

Students enrolling in P503 should have standing in an introductory course in physics, such as P303.

The text for the course is:

Haber-Schaim, U., et al. *PSSC: Physics*. 4th ed. Toronto: D.C. Heath, 1976.

Chemistry

Chemistry C404

(Grade 12 – One credit)

This non-intensive course presents chemistry at a general-interest level and deals with such topics as: air pollution, water pollution, food chemistry, medicines, and drugs.

These and other topics – properties and classification of matter, bonding of atoms, chemical equations, electrolysis, acids and bases – are presented by means of experiments, enabling the student to observe, organize facts, and form valid conclusions. Experimentation forms the basis for a better appreciation of theoretical principles and applications.

C404 does not provide an adequate background for C550.

Chemistry C401

(Grade 12 – One credit)

In this course, emphasis is placed on understanding the nature of elements and compounds and the reactions they undergo. Theories of the structure of atoms and the aggregates of atoms are introduced early so that these ideas can be used in subsequent discussions.

The topics covered include: the states of matter; the language of chemistry; chemical reactions; atomic weights and molecular weights; solutions; the formation of ions; and the periodic classification of elements. Wherever possible, a topic is illustrated by an experiment, and the result is used to develop theoretical concepts.

C401 prepares the student for C550.

Chemistry C550

(Grade 13 – One credit)

C550 expands the basic concepts studied in introductory chemistry courses, such as C401. It stresses understanding rather than the accumulation of facts.

The topics covered include: atomic structure; solutions; chemical bonding; oxidation-reduction; acids and bases; chemical and nuclear energy; molecular structure; equilibrium; and the transition elements.

Students enrolling in this course should possess a knowledge of basic chemistry (atomic structure, gas laws, chemical reactions, the mole concept, nomenclature, and equations) and a reasonable facility in mathematics. C401 or its equivalent will provide this background.

The text for the course is:

O'Connor, P. R., et al. *Chemistry: Experiments and Principles*. Toronto: D. C. Heath, 1977.

Biology/Biologie

Biology BY402

(Grade 12 – One credit)

The basic theme of this course is the origin of life, and its characteristics and variations. The student is given the opportunity to learn about the structure and life cycles of organisms, starting with the submicroscopic viruses. Other organisms studied in a similar manner include bacteria, algae, fungi, flowering plants, protozoans, flatworms, insects, fishes, amphibians, reptiles, and mammals. Further lessons deal with the science of heredity, human genetics, ecology, pesticides, and pollution. Data on population explosion and some problems of space travel are also presented. Students who enrol in this course are required to do dissections of preserved specimens, including insects, a fish, and a mammal (white rat).

With this course as background, students should be able to reflect and comment effectively on many current social issues. Students who are planning careers in nursing, other health service occupations, or careers related to the natural sciences will find BY402 invaluable.

Biologie B-30

(11th ou 12th année – un crédit)

Ce cours s'adresse surtout aux adultes qui, n'ayant pas fréquenté l'école depuis quelque temps, s'intéressent à une carrière reliée aux sciences naturelles.

Le thème de base de ce cours est l'origine de la vie, ses caractéristiques et ses variations. L'élève étudie la structure et les cycles de vie des organismes en commençant par les virus microscopiques. Les autres organismes étudiés comprennent les bactéries, les algues, les mycètes, les plantes fleuries, les protozoaires, les vers plats, les insectes, les poissons, les amphibiens, les reptiles et les mammifères. Le cours traite aussi de l'hérédité, de la génétique humaine, de l'écologie, des insecticides et de la pollution. Des données au sujet de la surpopulation et quelques problèmes sur les voyages spatiaux sont aussi relevés et discutés.

L'élève qui s'inscrit à ce cours doit disséquer des spécimens d'insectes, de poissons et de mammifères.

Biology BY550

(replaces BY501)

(Grade 13 – One credit)

The biology program at this advanced level is designed for students (a) who wish to study life-science courses at the university level, and (b) who wish to learn more about the relevance of biology to many current issues, some of far-reaching significance in the future of this planet and its inhabitants. The course emphasizes biochemistry, or the chemistry of cell activity, which includes a study of organic molecules and chemical syntheses. It explains the roles of ADP and ATP in the storage and release of energy in cells and of DNA and RNA in the genetic code. For this reason, the completion of an introductory course in chemistry is recommended.

Additional topics include a survey of the structure and function of organs and organ systems in plants and animals, including humans. The student will learn about Mendelian genetics, and the reproduction and development of organisms, and will become aware of the evidence for evolution and the mechanism by which it is achieved.

The text for the course is:

Galbraith, D., and Wilson, D. G. *Biological Science: Principles and Patterns of Life*. Rev. ed. Toronto: Holt, Rinehart and Winston, 1978.

Technical Subjects/ Sujets techniques:

Carpentry CY300

Basic Carpentry
(Grade 11 – One credit)

This course is designed for the student who wishes to: (a) acquire a basic knowledge of carpentry and the building trades; and (b) develop fundamental skills useful to the carpenter or the homeowner. These objectives are achieved in CY300 through the teaching of the fundamental principles of general woodworking, the selection, use, and care of tools, and the interpretation of printed information and instructions as they apply to carpentry and building construction.

The course consists of both theory and practical work. Students must provide their own tools in order to complete the practical assignments that form a part of the course. All tools required are relatively inexpensive and most are standard items in any homeowner's tool box.

The topics covered include: lumber, tools and their care; hand-tool operation; fastening techniques; blueprint interpretation; joints and mouldings; building construction; and domestic repairs and maintenance.

A student kit of special scale-sized lumber required for the practical assignments is provided.

Students who have completed an introductory course in carpentry elsewhere cannot obtain an additional credit for CY300.

Drafting D202

Basic Drafting
(Grade 10 – One credit)

This course introduces the student to fundamental drafting procedures and develops the student's skills in the use of basic drafting equipment and special drawing techniques.

Assignments in blueprint reading complement each phase of the twenty-lesson course. Metric drawing is also introduced. The topics covered include: simple and multi-view drawings; the theory of shape description; orthographic projection; shop processes; dimensioning; isometric drawing; and sectioning.

A drafting kit will be lent to students after they have completed several introductory lessons.

No additional credit will be obtained in this course by a student who has completed an introductory course in drafting elsewhere.

Dessin industriel D-20

(10th année – un crédit)

Ce cours d'introduction aux principes de base du dessin industriel sert à expliquer à l'élève l'usage de l'équipement de base en dessin et les différents types d'illustrations graphiques.

Le programme inclut les dessins simples et à deux vues, la théorie de la description de formes, la projection orthogonale, les vues en coupes avec plan décalé, le dessin isométrique et la cotation.

On fait parvenir une trousse de dessin industriel à l'élève dès qu'il a complété quelques leçons d'introduction.

Drafting D308x

Introduction to Blueprint Reading
(Grade 11 – One-half credit)

Students with no previous knowledge or training in the reading of engineering drawings will select D308x – a course designed to develop fundamental skills in reading and interpreting technical drawings as they apply to industry. It consists of ten units of instruction, print-reading assignments, and a final, supervised test.

The topics covered include: third-angle projections; angular dimensions; scale drawings; tolerances and allowances; steel specifications; and casting designs.

Drafting D318x

Intermediate Blueprint Reading
(Grade 11 – One-half credit)

This course is a continuation of D308x. It consists of ten units of instruction, blueprint reading assignments, and a final, supervised test.

The topics covered include: assembly drawings; conventional sectioning methods; metric dimensioning; welding drawings; and geometrical tolerancing problems.

Visual Arts/ Arts plastiques et visuels:

Students who have had no previous formal education in drawing and painting should begin with A200. Mature students who do not wish to study practical art may choose any of the Art Appreciation and History courses. No formal background is required for the Related Arts courses.

L'élève qui n'a jamais suivi de cours de dessin ou de peinture devrait d'abord suivre le cours A-20. L'adulte qui ne désire pas étudier la pratique peut choisir des cours d'appréciation et d'histoire de l'art.

Practical Art/Art - Pratique

Art A200

Beginning in Art

(Grade 10 – One credit)

Everybody has some artistic potential. It is the purpose of this course to develop the skills of the beginning artist by means of a series of practical projects that introduce the elements and principles of visual art. Drawing and painting techniques, subject matter, and style are some of the topics examined and explored through practical projects. No background in art is required.

A basic art kit is supplied to the student.

Initiation à l'art A-20

(10^e année – un crédit)

Ce cours s'adresse à tous ceux qui s'intéressent à l'art sans en avoir maîtrisé la technique. Il vise à enseigner les principes artistiques de base au moyen de travaux pratiques, d'explications écrites et d'illustrations. Vous apprendrez à utiliser judicieusement les divers moyens, matériaux et techniques en dessin et en peinture. Voilà pourquoi certains projets ont pour but de familiariser l'élève avec ces éléments.

Il n'est pas nécessaire d'avoir suivi un cours en art avant de s'inscrire à A-20.

On envoie une trousse d'artiste à chaque élève.

Art A401x

Composing Your Art

(Grade 12 – One-half credit)

Art is creative expression. However, creativity requires effort, and even the art student with some background in drawing and painting sometimes has difficulty in thinking of something creative and original to convey. The aim of this course is to stimulate originality in content and composition. Ideas are suggested in illustrations, diagrams, and written descriptions.

The student is provided with an art kit and some basic materials.

Art – la composition A-40x

(12^e année – un demi-crédit)

L'art est une forme d'expression créatrice. Le cours aborde des éléments picturaux tels que le style, la technique et le contenu. On espère que les idées émises stimuleront et encourageront l'élève à rechercher ses propres idées et ses thèmes.

L'élève reçoit une trousse d'artiste et quelques matériaux de base dès qu'il a complété le premier travail.

Art A402x

Style in Art

(Grade 12 – One-half credit)

Through experience, an artist gradually develops personal means of expression in art and a personal style. In this course, the student carries out a series of practical projects that are designed to increase awareness of the significance of style and to help him or her develop a distinctive style.

An art kit and a book of reproductions are lent to the student.

Art – le style A-41x

(12^e année – un demi-crédit)

Ce cours comporte une série d'exercices d'applications pratiques qui ont pour but de mettre l'accent sur l'importance du style et d'amener l'élève à en acquérir un qui lui soit propre en tant qu'artiste.

On fait parvenir une trousse d'artiste et un livre de reproductions à chaque élève.

Art A501

The Artist's Study

(Grade 13 – One credit)

Practical projects in drawing and painting and the history of art in Europe and America from 1800 to the present are covered in this advanced course. Optional projects give the student an opportunity to learn more about the two- or three-dimensional arts or crafts. Project assignments are arranged so that students can benefit from the correspondence teachers' assessment of their sketches and rough work before proceeding to the final composition.

Students taking this course should have a basic grounding in art history and practical art. Two previous art courses at the secondary school level, or their equivalent, are a desirable basis for A501.

The text for the course is:

Brieger, P.H., et al. *Art and Man*, Book 3. Toronto: Holt, Rinehart and Winston, 1964.

Art Appreciation and History

Art A301

Through Artists' Eyes

(Grade 11 – One credit)

It is said that artists teach us how to see. Yet we often have difficulty understanding the bizarre creations that they fashion for our viewing. The complex, fascinating world of art is the subject of this comprehensive study. Graphics, drawing and painting, art history, photography, television, and commercial and industrial art are just a few of the topics covered. The course ranges from a discussion of how to look at a painting to a survey of the inventions of architectural technology. Projects are designed to increase the students' sensitivity to the world of art that surrounds them. No art background is required for enrolment in the course.

A portfolio of reproductions is lent to the student.

Art A303x

Art to 1500

(Grade 11 – One-half credit)

Here is the story of cave paintings and pyramids, of Minoan palaces and Greek temples. Roman engineering, Byzantine mosaics, medieval illuminated manuscripts, and a description of the art of the Gothic era are all part of the course. No previous background in art or history is required for enrolment in the course.

The text for the course, which is lent to the student, is:

Brieger, P.H., et al. *Art and Man*, Book 1. Toronto: Holt, Rinehart and Winston, 1966.

Art A403x

Great European Art

(Grade 12 – One-half credit)

A continuation of the story of art begun in A303x, this course traces the development of European art from the end of the Gothic era (early fourteenth century), through the Renaissance, Baroque, and Rococo periods to the early eighteenth century.

Against the turbulent background of the change from feudalism to the beginning of the rise of the nation state emerged such great masters as Botticelli, Michelangelo, Dürer, Rembrandt, Rubens, Velasquez, Poussin, and Sir Christopher Wren.

The course provides students with criteria upon which to base their judgement of the art of any period.

A book of reproductions is lent to the student and a bibliography for further research is suggested.

Related Arts/Arts connexes

Theatre Arts TA300

Introduction to Drama

(Grade 11 – One credit)

The art of acting and the nature of the theatre are the major themes developed in this introductory course. Basic acting skills, such as the controlled use of voice, mime, and improvisation, are de-

scribed. The history of drama, characterization, mood, and feeling, and such production concerns as stage design, set design, costumes, lighting, and sound effects are examined.

The aim of the course is to develop the student's self-awareness and sensitivity to drama, and to encourage the student to participate in dramatic productions. No previous background is needed for enrolment in the course.

The following supplementary text is used for the course and is lent to the student: Dow, Marguerite R. *The Magic Mask*. Toronto: Macmillan, 1966.

Art A302x

Prints Without a Press

(Grade 11 – One-half credit)

Printing consists of any of the means artists and artisans use to duplicate an image. Handprinting techniques have been a means of creative expression for centuries.

The printmaking techniques introduced in this course – monoprints, stencils, cardboard cuts, and lino cuts – are simple to learn, but have the potential of yielding sophisticated results in the hands of a creative artist. Some previous background in art would be helpful to the student taking printmaking.

A printmaking kit is supplied to the student.

Film Arts A442x

Film, the Lens, and You

(replaces FA402x)

(Grade 12 – One-half credit)

The purpose of this introductory course is to explore the possibilities of film, the camera, and the darkroom in order to develop the student's potential as a photo artist. Some information about the science of photography is included, and some of the techniques useful in photographing are described to enable the student to recognize a worth-while subject and to show the student how to proceed with creating the image.

The course is designed for the amateur photographer who is primarily interested in photography as self-expression. Emphasis is given to the practical rather than the theoretical aspects of photography. Students are encouraged by means of assignments and projects to develop their own awareness and skills in photography.

Students are required to supply their own camera and film. There is no text for this course, but a portfolio of prints is lent to each student.

Photographie P-41x

(12th année – un demi-crédit)

Ce cours s'adresse au photographe amateur qui s'intéresse avant tout à l'expression de soi. Il met l'accent sur la pratique plutôt que sur l'aspect théorique. L'élève est encouragé, à l'aide de projets et d'exercices, à développer son attention et sa dextérité en photographie.

L'élève doit se procurer un appareil photographique et un film. Il n'y a aucun manuel requis pour ce cours mais on prête une chemise d'épreuves à chaque élève.

Film Arts A444x

Cinematography

(replaces FA404x)

(Grade 12 – One-half credit)

The subject of this course is the art of making movies. Filmmaking and film appreciation are the two objectives. Emphasis is given to the practical rather than the theoretical aspects of cinematography. Students are encouraged by means of assignments and projects to develop their own skills in filming.

The topics covered include: the principles of photography; composition; animation; film technology; film criticism; history and genre; and making your own films. It is not necessary for students taking this course to have any previous background in photography or filmmaking.

Students must have access to a movie camera in order to take this course.

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